



BUSINESS COMMUNICATION



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COURSE DESCRIPTION

Business communication impacts all aspects of our lives. This introductory course will teach students to communicate in a clear, courteous, concise, and correct manner on both personal and professional levels. Competency will be developed in oral, written, social, technological, employment, and organization communication. Listening skills will be incorporated throughout the semester. At the end of the course you will have a greater understanding of the impact of technology and the need for effective communication skills to advance in a business career.

COURSE OBJECTIVES & LEARNING OUTCOMES

Upon successful completion, students should be able to:

1. Identify the communication process and practice effective nonverbal skills
 2. Communicate using correct usage and mechanics
 3. Apply effective and proficient listening skills and oral communication skills
 4. Apply reading strategies that improve speed, comprehension, and retention
 5. Compose effective written communications
 6. Apply basic social communication skills in personal and professional situations
 7. Use technology to enhance the effectiveness of communication
 8. Present an oral report using presentation software to enhance the presentation
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CLASS MATERIALS

Come to class prepared everyday with the following:

- Pen or Pencil
 - Notebook
 - Textbook (in classroom) – may be checked out with teacher
 - Completed assignments
 - Assigned materials
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INSTRUCTOR POLICIES & ACADEMIC STANDARDS

Classroom Rules:

1. Be on time and prepared each day.
2. Respect others and their property.
3. Time on task is required during the entire class time.
4. Cell phones, I-pods, or other electronic devices must be turned off and put away during class time.
5. **ABSOLUTELY** no food or drink in class at any time.
6. Use all equipment properly. You are responsible for taking care of your assigned computer and work area, and for cleaning up after yourself.
7. Hall passes are for emergency use only.

GRADING

Your grade will be based upon to following:

- 40% - Assignments
- 25% - Tests/Quizzes
- 15% - Portfolio (2nd Semester)
- 20% - Participation/Attendance

| | |
|-------------|-------------|
| A = 94-100% | C = 74-76 % |
| A-=89-93 % | C-= 70-73% |
| B+= 86-88% | D+= 67-69% |
| B = 83-85% | D = 64-66% |
| B-= 80-82% | D-= 60-63% |
| C+= 77-79% | F =0-59 % |

Grading Procedures:

▪ **Assignments (40% of Grade)**

*Give 100 % effort every class period.

- Assignments and homework will be given with a specific completion time. Late assignments will receive half-credit up to **5** days after the due date, not credit will be given after those five days.
- Regular attendance is important in order to be a successful student. Make-up work is due within **5 school days** of an **excused** absence for full credit. It is your responsibility to find out what was missed upon returning to school (website).
- No make-up work will be given or credit received for an unexcused absence, tardiness, or truanancies
- Assignments or quizzes may be exchanged and scored by other students in the class.
- All assignments must be saved onto your individual file at the school to prove ownership of your work.
- No Tolerance policy for cheating. Immediate zeroes (assignments, tests, and participation) will be earned by all parties involved.
 - *First offense: All involved will receive a "0" for the assignment that cannot be made up.*
 - *Second and all sequential offenses: Same as first and parent will be contacted.*
- **All assignments must be saved on your individual file at the school to prove ownership of your work!**

▪ **Tests /Quizzes (25% of Grade)**

- Make-up tests are due within **10 school days** of an **excused** absence. No make-up for unexcused absences.
- Bell quizzes will be given periodically. No make-up for unexcused absence or tardies.
- State Competency Exam: At the end of the course, students will be required to take the USOE State Competency Test for Business Communication.

▪ **Portfolio (15% of Grade)**

- Due at the end of second semester, students will turn in a completed portfolio of projects and assignments completed throughout the class.

▪ **Participation (20% of Grade)**

- Participation will be based on attendance, time on task and preparation.
 - **Participation.** Each day you can earn or lose 30 points depending on your time on task and preparedness during class.
 - **Absences.** Every day you are not here (excused or unexcused) you can lose 30 points. You are held accountable for being here everyday and doing your work.
 - **Tardies.** You will lose 10-15 of your participation points each day you are tardy.

Business Communication Course Contract

This disclosure document outlines the overview and expectations of this course. Please read through and sign indicating you and your parents understand this document.

I, _____, received this disclosure and have read it and my teacher has explained each item and I fully understand what is expected of me in this class.

Student Name Signed

Date

I, _____, have been notified of the expectations of this class and fully understand what is expected of my child and will assist my child to be successful in this class.

Parent/Guardian Name Signed

Date

Parents/Guardians: Please indicate below where I can best contact you.

Name _____ Relationship to student: _____

Phone _____ e-mail _____

Please know that I am here to help you succeed. I will do all that I can and work my hardest to make this class successful for you.

Parents I will keep in contact with you to let you know how your student is doing or if there are any problems. Please feel free to contact me if you have any questions or concerns.

*Please keep the disclosure document for your own reference.

**"Success does not come to those who wait . . .
and it does not wait for anyone to come to it."**