

Academy for Business and Technology
Business Communication Syllabus

Instructor: Ms. Delaine

Prep and Office Hours: 7:15 a.m. – 8:00 a.m., 2:05 p.m. – 3:30 p.m. and additional times by appointment.

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School contact number: 313-382-3422, extension 203

Course Description: This course focuses on mastery of all communication skills essential for interacting effectively with people in the workplace and society. Students focus on the foundational skills of communication – listening, speaking, reading and writing. Every aspect of the course will incorporate technology.

Course Objectives and Outcomes:

1. Communicate in a clear, complete, concise, correct and courteous manner on personal and professional levels.
2. Apply basic social communication skills in both personal and professional settings.
3. Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies.
4. Use Technology to enhance the effectiveness of communication.

Student Materials: Students need to bring paper, pencil and pen to class every day. Students will be provided advance notice if any additional materials are needed.

Grading Policy: Each assignment should be turned in on the day it is due. Late assignments will receive partial credit. After a certain date, determined by the teacher, assignments will not be accepted. Each quarter points are added and your grade will be based on the percentage of the total points possible. You will lose points for not completing assignments, lack of neatness, or work labeled improperly. Points for both quarters will be added together to obtain your semester grade.

Scale –

A	93.0 and above	C	73.0 – 76.9
A-	90.0 – 92.9	C-	70.0 – 72.9
B+	87.0 – 89.9	D+	67.0 – 69.9
B	83.0 – 86.9	D	63.0 – 66.9
B-	80.0 – 82.9	D-	60.0 – 62.9
C+	77.0 – 79.9	E	59.9 and below

Assignments and assessments will fall into three general categories as listed below.

- 10% Class warm up activities
- 30% Classroom activities and assignments
- 60% Projects and assessments

Classroom Rules and Procedures: All rules listed in the Student Handbook will be enforced. It is the student’s responsibility to become familiar with each rule. In addition, there are three

key rules in my classroom: **Presence, Responsibility and Respect.** These three rules will be discussed at length during the first week of class. Generally, if you follow the guidelines below we will have a productive year together.

- Come to class on time, prepared to work.
- Make good use of class time and begin working on the warm up activity immediately.
- Show self-control.
- Complete work neatly and efficiently.
- Listen and make valuable contributions to class discussions.

Passes – Please use the restroom between classes. Each student will be given three passes at the beginning of each semester. Once the passes are used, the student will not be allowed out of the classroom. Any unused passes will be worth five points of extra credit EACH, This extra credit can be applied to the student’s semester grade.

Attendance – School attendance policy will be enforced. Excused absences must be made up according to the handbook. Students are responsible for determining any work that must be made up after an absence. This includes locating work missed in the “absent” folder and speaking to the teacher.

Tardiness –Students who arrive tardy will not be able to complete the warm up activity and will forfeit those points. In addition, excessive tardiness will result in further disciplinary action in accordance with the school policy.

Disclaimer: Changes may be made as the semester progresses to fully accommodate the needs of the students, the school and the teacher.