

Digital Business Communications

Course Syllabus

Miss Kelly Pyle

Franklin Technology Center -Joplin High School

COURSE DESCRIPTION

Students will use a variety of input technologies and applications to process information and format business documents which will enhance their written and oral communication. Students will perform business management and support skills through handheld computers (PDAs) and electronic calculator proficiency, administration of filing systems, telephone and customer service, meeting and travel arrangements, scanning and digital imaging, voice recognition and transcription, and identification of future workplace trends. Course is offered to students 10-12, this is a 1 hour, 1 semester class. *Prerequisite: Keyboarding and High School Computer Applications*

OBJECTIVES LEARNER EXPECTATIONS

The learner will:

1. develop self-management and organizational skills for business. (4.3)
2. develop professionalism skills for the business office. (4.4)
3. demonstrate written communication skills. (2.2)
4. demonstrate oral communication skills. (2.1)
5. apply technology to business applications. (1.4)

(Missouri Show-Me Performance Standards)

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

All students are encouraged to become a part of FBLA. Members attend conferences, competitions, and many CTO (Career and Technical Organization) school sponsored activities.

CLASSROOM EXPECTATIONS:

- No food or drinks allowed in the classroom
- The attendance policy of the school will be followed in this course.
- Any student who receives failing grades in this course will be urged to attend after-school tutoring.
- Be on time and ready to work when the bell rings.
- Be prepared.
- If a student cheats on an assignment or test, a zero will automatically be issued for that work.
- Students will be responsible for obtaining and completing missed assignments, due to sickness or a school-related absence. A zero will be given for missed assignments until work is made up.
- Students will not be allowed to use personal software/CDs in the school computers. The school Internet usage forms will be reviewed and must be signed by the student before he/she will be allowed to use the computers in the classroom.

REFERENCES

Oliverio, Pasewark, White, The Office
Published workplace and job simulations

OVERVIEW

- Procedures, Intros, Pretests
- Business Grammar Review, Spelling, Proofreading, Sentences, CAP, Abbreviations
- Business Grammar Review, Words Confused, Typing No., Revising Sentences, Positive, You Tone, Concise
- Chapter 3 Information Processing
- Chapter 4 Communication in Written Form
- Chapter 5 Communicating Orally
- Chapter 7 Time Management
- Chapter 8 Meeting and Travel
- Chapter 12 Telephone Skills
- Palm Pilots
- Palm Pilots
- Thanksgiving
- Voice Recognition
- Voice Recognition
- Final Week

EVALUATION

Grades will be determined by averaging total points of all examinations and daily assignments.
Letter grades will be assigned as follows:

- A 90%-100%
- B 80%-89%
- C 70%-79%
- D 60%-69%
- F 59% and below

Please contact me with any comments or concerns.

Kelly Pyle

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