Business English
Course Overview and Syllabus

Grade level: 9-12

Prerequisite courses: none   **Credits:** 1.0

Course Description

In this full-year course, students will use technology to develop research, organization, and written and oral communication skills as they relate to a business setting. Students will learn how to communicate appropriately by investigating nonverbal and verbal communication as it applies in the workplace. These skills will help prepare students for careers or employment within Business Administration and Management career pathways such as business management, administrative services, medical administration, and office management.

Course Objectives

Throughout the course, you will meet the following goals:

- Describe the elements and characteristics of human communication.
- Explain the key principles of communication.
- Analyze nonverbal communication characteristics.
- Identify effective group work practices and basics.
- Evaluate and analyze written content for bias and acuracy.
- Research, develop, and present a formal argument.
- Model main components of obtaining a job by completing job applications, writing a resume, and portfolio.

Student Expectations

This course requires the same level of commitment from the student as a traditional classroom course.

Students are expected to spend approximately five to seven hours per week online on:

- interactive lessons that include a mixture of instructional videos and tasks.
- assignments in which students apply and extend learning in each lesson.
- assessments, including quizzes, tests, and cumulative exams.

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Communication

Teachers will communicate with students regularly through discussions, emails, chats, and system announcements. Students will also communicate with classmates, either via online tools or face to face, to collaborate on projects, ask and answer questions in peer groups, and develop speaking and listening skills.

Grading Policy

Students will be graded on the work completed online and the work submitted electronically to the teacher. The weighting for each category of graded activity is listed below:
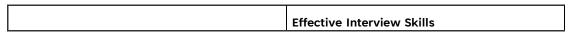
Grading Category	Weight
Assignments	10%
Projects	30%
Lesson quizzes	20%
Unit tests	20%
Cumulative exams	20%

Scope and Sequence

When students log on to Imagine Edgenuity, they can view the entire course map—an interactive scope and sequence of all topics under study. The units of study are listed below:

Semester A	Semester B
Foundations of Communication	Researching and Managing Effective Projects
Group Communication and Workplace Skills	Developing a Portfolio: Self-Assessments
Real World Reading: Exlporing Everyday Texts	Crafting a Resume and a Cover Letter

	Effective Interview Skills

Technology Requirements

Students are expected to have a basic understanding of how to access the internet and use a keyboard and mouse; no additional prerequisite technology skills are required.

All course materials are provided through the student portal. You will become familiar with them through an orientation video and the student handbook. These resources are available within the Student Help Center, where you can also check the status of your operating system, processor speed, plug-ins and connection speed.

The course is designed for accessibility to all students. The system provides features and accommodations to meet the needs of ELL and students with Individualized Learning Plans (IEPs), 504 Plans, and Section 508. These accommodations include addressing multiple learning styles, accommodations for assessments, video caption/transcripts, read-aloud and translation tools, and many other features/accommodations.