The Villages Charter School Business Communications & Technology 2019-2020

Teacher Info: Mr. Stephen Blake, M.Ed.
                                    Stephen.blake@tvcs.org   **Room Numbers:**
                                    (352) 259-3777   1st Period: Room 115
Schedule: 50 minutes per class
                                                                                                              2nd Period: Planning

Materials Needed:
USB flash drive to save daily work (2 GB is plenty), pen/pencils, small 1   3rd Period: Room 109
subject notebook, and basic 4 function calculator. (Clorox wipes for room).
                                                                                                              4th Period: Room 101

Resources: 5th Period: Room 137
Moodle - Each student will have their own account
                                                                                                              Lunch

Course Description: This course provides instruction in Business   6th Period: Room 109
Communications and Technology. It also looks at multiple platforms of
communicating, it covers entrepreneur skills, and public relations.   7th Period: Room 109

Grading:
The grading policy is consistent with current VHS policies. Projects, tests, quizzes and other graded assignments are considered mastery and will carry a weight of 90 percent of the student's grade. The other 10 percent is considered compliance and will consist of bell ringers and participation.

Computer lab:
No food, gum, etc. is allowed in the classroom. It will be the student's responsibility to pay for any damages done to any equipment.

Internet:
Students are not allowed to use the internet freely in this class, only on assigned websites and links.
Accessing inappropriate websites (Facebook, YouTube, Games etc.) will not be tolerated. Violation of this offense may result in a referral and possible in school suspension and/or loss of internet privileges.

Course Outline:
1.   Ergonomics / Keyboarding.
2.   Oral Communication, Diverse Audience, Verbal & Non Verbal cues.
3.   Written Communication, Email, File Management, Contacts, E-Calendar.
4.   MLA, Research, Internet, Internet Applications.
5.   Word Processing, Different Written Business Communication, Written & Finance Formats.
6.   Presentation, PowerPoint, Collaborative Groupware.
7.   Spreadsheet, Tables and Charts, Financial Info on Spreadsheet Interpret documents.
8.   Database, New Computer Software and Technology, Collaborative Groupware.
9.   Entrepreneur Skills:
   a.   Work behaviors.
   b.   Goals, objectives and Strategies.
   c.   Licensing Certification and Industry Credentials.
   d.   Career / School Portfolio.
   e.   Knowledge Skills and Experience.
   f.   Career Goals, Employment Opportunities.
   g.   Retain Employment.

10. Public Relation Skills:
       a.   Evaluate responses workplace situations based on personal, professional, ethical, legal responsibilities, and employer policies.
       b.   Personal and long term consequences of unethical or illegal behaviors in the Workplace.
       c.   Ethical Reasoning.
11. Web Design.
12. Accounting / Finance information.