

Cover Sheet - Planned Course Overview

- A. Planned Course Title: Business Communications Course Number: B619
- B. Grade level: 9-12 Level/Track: Elective
- C. Board Approval Date: August 27, 2018
- D. Instructional Time:
1. Length of course in weeks: 18 weeks
 2. Number of class periods per week: 5
 3. Length of class periods: 42 minutes
 4. Total clock hours/credit for the course: 0.5 credit
- E. List of the units of study within the course and estimated number of class periods or weeks allotted to each:

<u>Unit</u>	<u>Estimated Time</u>
1: Business Communication Foundations	integrated throughout course
2: Principles of Business Communications	integrated throughout course
3: Print and Electronic Messages	integrated throughout course
4: Message Formats	integrated throughout course
5: Business Research and Report Writing	integrated throughout course
6: Proposals, Business Plans, and Special Reports	integrated throughout course
7: Visual Aids	integrated throughout course
8: Interpersonal Communications and Teamwork	integrated throughout course
9: Oral Communication Essentials	integrated throughout course

- F. The texts or major resources for the course:

Title: Competition University (online resource)
Author: Tara Richardson
Publisher: Custom Resources
Copyright: 2018

<https://www.deca.org/high-school-programs/high-school-competitive-events/> (online resource)

- G. Special Notes:
- The list of activities and assessments allows for selection of activities and assessments by teachers to meet the needs of students.
 - Students in Business Communications are strongly encouraged to participate in DECA, a co-curricular club prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe since the authentic learning projects are typically done in conjunction with real businesses located throughout the community and worldwide.
 - Each activity and assessment will vary based on the type of authentic learning project that the student selects.
- H. Names of the committee members who developed the planned course:
Tara Mrazik