

Applied Communications 2

Course Description

This class serves as an alternative to meeting the English 12 requirement, as preparation for the English Composition class required at two year colleges, and/or as an enhancement for the student pursuing English studies. The class focuses on communication/language arts skills as they apply in the workplace. Students taking this class will learn practical technical communication skills through the preparation of a variety of documents including infographics, memos, presentations, letters, article summaries, and other workplace forms.

General Rules and Expectations

1. Be kind and respectful.
2. Be on time and ready to learn.
3. Be an active and positive participant in class.
4. Drinks **MUST** have a lid/cap.
5. Music will not be allowed during instructional time and activities.
6. Treat classroom furniture, computers, and school property with respect. **DO NOT** lean back in chairs or sit on tables.

Rules for Technology Use

- Your computer should be charged daily. Keep computers closed until you are told to use them.
- Use your computer appropriately. **DO NOT** play games or otherwise waste your time online.
- Cell phones will **NOT** be used in class and should not be visible. Cell phones should be on silent and put away.

Class Procedures

Before Class:

- Come to class on time and prepared.
- Use the restroom and fill up your water bottles before class.
- You will be assigned a seat. You must stay in your assigned seat, unless directed to move elsewhere.

Class time:

- You must be in your seat when the bell rings, otherwise you are tardy.

End of class:

- Check the board for any announcements, clear your area, and push in your chair.

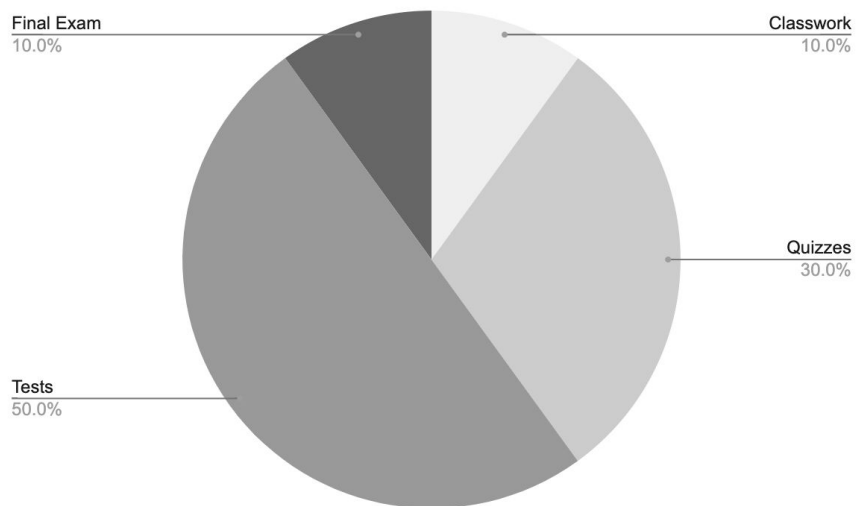
Grading and Assessment

- Extra credit is not available.
- You can retake any summative assessment, as long as you provide proof that you have practiced that skill. Retakes must be completed within 10 days.
- Make up missing work within three days of returning to school.
- Check Canvas regularly.

Grade Breakdown

Each semester your grade will be calculated based on the following categories.

Classwork: 10%
Quizzes: 30%
Test: 50%
Final Exam: 10%



Materials Needed

- Folder
- Paper
- Pen or pencil
- Computer

Contact Information

janelle.steig@fillmorecentral.org