

Business Communication



Career & Technical Education Website: www.graniteschools.org/cte

Course Information

Location: Check with your Career Center Coordinator
Offered to: 9-12 grades (BC I) 10-12 (BC II)
Credits: CTE, Elective or English, .50
Length: Semester



Course Description

Business Communication I: Students will learn to communicate on a personal and professional level and learn basic communication skills.

Business Communication II: Students will gain advanced competency in oral, written, and other types of communication. Students will create a portfolio for a business career.

Topics Include:

- Written communication
- Verbal communication
- Non-verbal communication & listening
- Using technology to communicate
- Employment & organizational communication
- Social communication
- Technical writing



Pathways

- * Accounting and Finance
- * Business Administrative & Technical Support
- * Entrepreneurship & Management
- * Hospitality & Tourism

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