

Business Communication



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

Course Information

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



Course Description

Business Communication 1: Students will learn to communicate on a personal and professional level and learn basic communication skills.

Topics Include:

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



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