

General Course Information

Business Communications	
Department: Business and Marketing	Grade Level(s): 9-12
Duration/Credits: 1 sem/.5 credit	Prerequisites: none
BOE Approval Date: Nov. 19th, 2019	Course Code: 5012
Course Description:	
<p>In Business Communications, students develop career skills through focusing on principles of effective communication as well as an awareness of the importance of technology in regards to modern business communication. They will gain a variety of communication skills while engaging in projects relating to real world scenarios. This course will reinforce essential soft skills needed for success. Students enrolled in Business Communications are eligible to join student business organizations (DECA & FBLA).</p>	
Course Rationale:	
<p>Communication and soft skills are essential in the business environment. The ability to use business technology is key to success in all aspects of the communication process. Students in Business Communications will develop these skills.</p>	
Course Objectives:	
<p>The student will use technology tools for success in future careers.</p> <p>The student will develop soft skills to be competitive in the job market.</p> <p>The student will examine the importance of teamwork in the workplace and explain how to contribute positively in a team.</p> <p>The student will create effective written business communications through research, planning, organizing, drafting and revising business messages. (A+ Writing, A+ Research)</p> <p>The student will create and deliver effective business presentations. (A+ Speaking and Listening)</p> <p>The student will read and critique various types of business communication.(A+ Reading)</p>	