



DAVIS SCHOOL DISTRICT

www.davis.k12.ut.us

CAREER AND TECHNICAL EDUCATION

STRANDS

Nonverbal Communication Skills

English Mechanics

Oral Communication Skills

Cultural Communication

Reading Strategies

Written Communication

Proficient Listening Skills

Professional Communication

Effective Communication

Cover Letter / Resume Writing



Learning that works
for Utah

BUSINESS COMMUNICATION

ABOUT

Business Communication is an introductory course that will teach students to communicate in a clear, courteous, concise, complete, and correct manner on both the personal and professional levels. Competency will be developed in oral, written, interpersonal, technological, and employment communication. Listening skills will be incorporated throughout the semester. The overriding goal is to provide students with a solid communication base, so they can communicate effectively.



CAREERS

Advertising Executive
Public Relations
Business Executive



REQUIREMENTS

Semester course for
Sophomores, Juniors, or
Seniors



LOCATIONS

All high schools have
access to take Business
Communication



Talk to your high school
CTE Coordinator



CTE Business/ Marketing Specialist
Annette Godfrey - agodfrey@dsdmail.net