



BUSINESS COMMUNICATIONS

Course #1508/1509

COURSE DESCRIPTION

This college-preparatory course will give you the opportunity to develop professional communication skills, including

-  Interviewing, public speaking, and presenting
-  Writing emails, cover letters, press releases, and business proposals
-  Networking, collaborating, and decision-making

CONTACT

Mrs. Cullen

 Room 911

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Meets the A-G Requirement for College-preparatory Electives

WHY TAKE BUSINESS COMMUNICATIONS?

Effective communication is an essential part to your success inside -- and outside -- the professional world.

Twenty-first century employers recognize that communication skills are critical to an employee's successful job performance, career advancement, and effective organization of information.

Practicing your communication skills will help you

- Improve your relationships
- Shape how you see yourself and others
- Grow as a lifelong learner



See *Forbes'* 2018 article "Four Vital Skills for Students Entering the Business World" for more information about how this course can help you prepare for life after high school.

bit.ly/4vitalskills