



OKLAHOMA CareerTech

Badge Details

Name	0170 – Business Communication I
Description	Business Communication affects all aspects of our lives. This introductory course 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.
Criteria	<p><i>Candidates receiving this certification will take an exam with the following criteria:</i></p> <p>This exam is composed of 45 questions</p> <ul style="list-style-type: none">• Communication Process 11%• Usage & Mechanics 20%• Oral Communication Skills 7%• Reading Strategies 11%• Written Communication Documents 34%• Listening Skills 8%• Professional Roles 8%• Technology 1%