



OKLAHOMA CareerTech

Badge Details

Name	0171 – Business Communication II
Description	<p>This advanced course can be used to build upon the skills acquired in Business Communication I or used as a stand-alone class that focuses on additional methods of professional communication skills. Competency will be developed in oral, written, interpersonal, technological, and employment communication; listening skills will be incorporated throughout the semester. The goal is to provide students with a practical, proficient portfolio consisting of a cover letter, resume, and follow-up letter. Students will complete the course with a greater understanding of the impact of technology and the need for effective communication skills to advance in a business career.</p>
Criteria	<p><i>Candidates receiving this certification will take an exam with the following criteria:</i></p> <p>The exam is composed of 38 questions.</p> <ol style="list-style-type: none">1. Oral Communication Skills 9%2. Information Reading Strategies 7%3. Business Report 37%4. Communication & Technology 4%5. Employment Portfolio 28%6. Communication & Relationships 4%7. Oral Report 11%

