

1.0 BUSINESS CORE

1.1 Business Communications (C): Students will understand communications as applied to personal and professional situations. They will demonstrate competency by selecting and using appropriate forms of communications in a variety of situations.

1.1.1 Diversity—demonstrate the ability to work and communicate effectively with persons of different ethnicities and culturally diverse backgrounds

1.1.2 Effectiveness—compose oral and written business communications that demonstrate the use of critical thinking, decision making and problem solving skills

1.1.3 Ethics—discuss ethics and the need for confidentiality, loyalty, integrity and honesty in communicating with business associates

1.1.4 Methods of Communication—demonstrate the use of various methods of communications; research, compose and orally present information using appropriate technology

1.1.5 Nonverbal Communications—identify and use nonverbal communications in a group activity

1.1.6 Oral Communications—orally present information using appropriate language, style and format; utilize different communication techniques to address the intended audience appropriately

1.1.7 Systems—use systems thinking to discuss the impact of cultural, organizational, technological and behavioral characteristics on the selection of communication strategies and methods