

Provider:

Edmentum EdOptions Academy

Course Code:

4780

Content Area:

CTE: Engineering/Technology

Course Delivery:

Online

Enrollment Type:

Continuous

Enrollment Deadline:

None

Course Description:

This one-semester course is intended as a practical, hands-on guide to help you familiarize with the communication skills required in a profession. This course has 13 lessons organized into three units, plus three Unit Activities. Each lesson contains one or more Lesson Activities. This course covers the communication overview including the communication process, elements of effective communication, and barriers to communication. This course familiarizes you with reading, writing, speaking, and listening skills needed for general communication. Professional Communications also familiarizes you with communication skills required in business organizations. These skills equip you with the ability to appear for job interviews, participate in group discussions, and solve workplace problems. You also learn about the use of technology in communication. You will submit the Unit Activity documents to your teacher, and you will grade your work on the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Credit:

1

Credit Type:

High School

NCAA Approved:

No

Contact:

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Cost:

\$295.00

Indiana Course Title:

Communication Systems