

ELL G050N: READING AND WRITING FOR SMALL BUSINESS

Item	Value
Top Code	493084 - English as a Second Language - Writing
Units	0 Total Units
Hours	36 Total Hours (Lecture Hours 36)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This noncredit course provides students with the essential reading and writing skills needed to manage a small business. Students will develop confidence in writing business transactions, memos, emails, inquiries, schedules, and reports. Focus will be placed on reviewing the principles and techniques of business writing, increasing editing and proofreading skills, and communicating using positive, negative, neutral, and persuasive language. Topics include handling customer requests, scheduling appointments, and reviewing résumés and cover letters. Open Entry/Open Exit. NOT DEGREE APPLICABLE. Not Transferable.

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)
- Live Online Enhanced NC Lect (NC9)