

BUSINESS (BUS)

BUS G130N

54 Hours (54 lecture hours)

Introduction to Business Writing

Advisory: ENGL G099.

Grading Mode: P/NP/SP Non-Credit

Not Transferable.

This non-credit course provides a basic understanding of business communication and develops confidence and skill in writing effective business letters, memos, electronic communications, and reports. Particular focus will be placed on forming a solid foundation for writing business documents, eliminating "writer's block," improving writing techniques, increasing editing and proofreading skills, and developing actual practice in writing, positive, negative, neutral, and persuasive communications. Noncredit. Pass/No Pass. NOT DEGREE APPLICABLE.