

BUSN 078: Business Communication

This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. This course emphasizes planning, organizing, composing and revising documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills.

Letter Grade, Pass/No Pass

Units: 3

Lecture Hours: 48 – 54, Lab Hours: 0

Prerequisites: ENGL 001A

Co-Requisites: None

Advisory: None

Transferable to CSU only

WVC GE: Area A-7: Lifelong Learning Area A-1B: Oral Communication & Critical Thinking

C-ID: BUS 115 - Business Communication