

BUS-22 — MANAGEMENT COMMUNICATIONS

About This Course

Transfer: CSU

3.00 units

Prerequisite: None.

Description: Examines the dynamics of organizational communication relevant in current business environment. Focus is on composition and delivery of appropriate methods of communication in various business situations as a manager, including business documents, presentations, and job interviews. Practical experience is attained in verbal/non-verbal and written communication skills that fosters growth and advancement in business opportunities. Best suited for those aspiring to advance their careers by being prepared to be potential managers and leaders. 54 hours lecture. (Letter grade only)