

## **BUS-24 — BUSINESS COMMUNICATION**

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### **About This Course**

**Transfer:** CSU

**C-ID:** (C-ID:BUS 115)

3.00 units

Prerequisite: ENG-1A or ENG-1AH

Description: 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. The course emphasizes planning, organizing, composing and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional-level oral reports. Course is designed for students who have college-level writing skills. 54 hours lecture. (Letter grade only)