

CAT-30 — BUSINESS ENGLISH

About This Course

3.00 units

Prerequisite: None., Advisory: Keyboarding skills or CAT-53 and familiarity with Microsoft Word or CAT-80.

Description: An introduction to the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling used in business communications. Basic principles of business writing are introduced. 54 hours of lecture. (Letter Grade, or Pass/No pass option.)