

## CAT-31 — BUSINESS COMMUNICATION FUNDAMENTALS

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### About This Course

**Transfer:** CSU

**C-ID:** (C-ID:BSOT 126 X)

3.00 units

Prerequisite: None., Advisory: CAT-30.

Description: This course covers essential communication skills and techniques important to the modern workplace, including written, verbal, listening, and nonverbal communication by providing practical applications. Learners discuss, critique, and practice business-writing strategies to produce messages, letters, reports, email, and workplace communication while developing critical thinking skills. 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 reports. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)