

**Course:**

**BUS 155 Business Communication**

**3 hours**

**Departments/Programs:**

Business (Adult Undergraduate)

This course will review the basics of effective oral and written communication and apply these basics to business writing and presentations. A variety of individual and collaborative projects, including memos, letters, and reports, will emphasize the process of drafting, revising, and editing business communications.

*Prerequisite(s): Sophomore or junior standing.*