Nebraska Wesleyan University

BUS 155 Business Communication

Catalog

2013-2014

Course Description

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.

Course Hours

3 hours

Departments

1. Business (Adult Undergraduate)