Nebraska Wesleyan University

Catalog 2013-2014

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.