

BUSAD 2300 Business Communication

3 hours

Majors, Minors & Degrees:

Majors

Accounting (B.A., B.S.)

Business Administration (B.A., B.S.)

Sport Management (B.S.)

Minors

Writing

Departments/Programs:

Business (Adult Undergraduate)

Business, Accounting and Economics (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): Major in Business Administration or Accounting.