Nebraska Wesleyan University

BUSAD 2300 Business Communication

Catalog

2021-2022

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): Business Administration, Accounting, Economics, International Business, or Sport Management major.

Archway Curriculum: Essential Connections: Writing Instructive
Archway Curriculum: Essential Connections: Speaking Instructive

Course Hours

3 hours

Departments

1. Business (Adult Undergraduate)
2. Business, Accounting and Economics (Undergraduate)