

# BUS102 : Business Communication

This course is designed to expose the student to a variety of communication modes available to individuals employed in today's business environment. The following major areas are addressed: communication theory, electronic communications in business, oral presentations, ethical practices and written business documents. The importance of accurate communications and the development of language art skills are emphasized. Business communications and formats, including business reports, letters, and memos, are studied.

**Credits** 3

**Prerequisites**

[BST102](#): Keyboarding or 30 wpm and [ENL108](#): Critical Reading & Thinking or [ESL201](#): English as a Second Language III: Advanced or satisfactory basic skills assessment score.

**Semester Offered**

Fall  
Spring