



CATALOG ADDENDUM –
Effective December 5, 2011

Page 75

BUS198 Business Communications

3 Credits

In this course students will learn to improve communication through various written documents, learn to improve verbal communication and improve interpersonal communication. This course emphasizes the importance of communication in business, and gives special attention to proofreading and mechanics of grammar.

Prerequisites: ENG106 College English I (only required for students enrolled in or after December 2011)