

CATALOG ADDENDUM –
Effective October 13, 2011

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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)

ENG106 College English I
3 Credits

Major emphasis will be placed on the grammatical, mechanical, and rhetorical conventions of college writing. The development of reading, writing, vocabulary, and critical thinking skills will be emphasized through a variety of reading selections, writing assignments, and related activities.

Prerequisite: Any of the following:

- Must pass COMPASS Reading Placement and Writing Placement Exams (Court Reporting programs students must score 50 or above in COMPASS Writing Placement Exam)
- ENG001 Developmental English