

BUSN 179: Business Writing

Credits: 3

Lecture Hours: 3

Prereq: Qualified for ENG 100L.

Recommended: Ability to keyboard by touch is recommended.

Semester Offered: Fall

Description: This course is the study of language fundamentals needed to communicate effectively in a professional business setting. Students will develop effective written messages that are positive, persuasive, and informative in a variety of formats including current business communication media. Basic language skills learned include grammar, usage, punctuation, capitalization, number style, and spelling.