

BUS2023 : Business Communications

This course is designed to prepare students to organize and compose effective business correspondence and business. Focus will be on various types of business communication encountered in management functions, including creating documents, preparing presentations, managing meetings, providing leadership, and building teams. The course will address both internal and external organizational communications as well as professional career preparation.

Credits 4.0

Prerequisites

[ENG1100](#)

Corequisites

None