

# Business (BUS)

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**BUS 348. Business Communications. 3 Credits.**

This course presents a comprehensive view of the scope and importance of communications for business, emphasizing the composition of letters and memos typically utilized by business, sales and claims correspondence, and special situation letters. Employment applications and resume writing will be reviewed. Preparation of business reports and proposals, along with oral, multimedia presentations covering a wide range of business situations, is also included. Prerequisites: completion of fundamental skills English and speech requirements.