

BUSINESS : BUSINESS COMMUNICATION (BUSO)

BUSO 5 Business English

3 Units (Degree Applicable)

Lecture: 54

Advisory: *Eligibility for (ENGL C1000 or ENGL 1A) or (ENGL C1000H or ENGL 1AH) or AMLA 1A*

Skills and techniques of English, as applied to business situations, with emphasis on effective document structure.

BUSO 25 Business Communications

3 Units (Degree Applicable, CSU, C-ID #: BUS 115)

Lecture: 54

Prerequisite: *Eligibility for (ENGL C1000 or ENGL 1A) or (ENGL C1000H or ENGL 1AH) or AMLA 1A*

Written communications, including letters and memos, for a variety of situations in the business environment. Includes writing of good news, bad news, sales, claims, and persuasive correspondence; letters and resumes appropriate to job seeking and application; and practicing oral skills as applied to job interviews and business reports.

BUSO 26 Oral Communications for Business

3 Units (Degree Applicable)

Lecture: 54

Oral communication used in business situations such as training sessions, presentations, professional discussions, and telephone interactions.