

BUSINESS : BUSINESS COMMUNICATION (BUSO)

BUSO 5 Business English**3 Units** (Degree Applicable)

Lecture: 54

Advisory: *Eligibility for ENGL 1A or AMLA 1A or ENGL 1AM*

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 1A or AMLA 1A or ENGL 1AM*

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)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 54

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