

Business Writing and Communication Courses: Summer 2024

No records found

Business Writing and Communication Courses: Fall 2024

BCOM102101

Essential Business Communication

Owens, Rita R

Fall 2024

Essential Business Communication is a one-credit asynchronous course designed to support sophomores (and second-semester first-year students) transitioning from academic to business writing and preparing them for on-the-job communication. Students learn how to boost their business writing and presentation skills through various activities, including analyzing audiences, writing everyday business communication, collaborating, and presenting. Instructors and writing coaches provide individualized feedback to students in this online environment. The course is graded pass/fail. The course will be offered in one five-week term within a semester.

Credits: 1

Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM102102

Essential Business Communication

Stefanakos, Evangelia

Fall 2024

Essential Business Communication is a one-credit asynchronous course designed to support sophomores (and second-semester first-year students) transitioning from academic to business writing and preparing them for on-the-job communication. Students learn how to boost their business writing and presentation skills through various activities, including analyzing audiences, writing everyday business communication, collaborating, and presenting. Instructors and writing coaches provide individualized feedback to students in this online environment. The course is graded pass/fail. The course will be offered in one five-week term within a semester.

Credits: 1

Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM102103

Essential Business Communication

Edwards, Monetta C

Fall 2024

Essential Business Communication is a one-credit asynchronous course designed to support sophomores (and second-semester first-year students) transitioning from academic to business writing and preparing them for on-the-job communication. Students learn how to boost their business writing and presentation skills through various activities, including analyzing audiences, writing everyday business communication, collaborating, and presenting. Instructors and writing coaches provide individualized feedback to students in this online environment. The course is graded pass/fail. The course will be offered in one five-week term within a semester.

Credits: 1

Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM102104

Essential Business Communication

Farella, Adriana

Fall 2024

Essential Business Communication is a one-credit asynchronous course designed to support sophomores (and second-semester first-year students) transitioning from academic to business writing and preparing them for on-the-job communication. Students learn how to boost their business writing and presentation skills through various activities, including analyzing audiences, writing everyday business communication, collaborating, and presenting. Instructors and writing coaches provide individualized feedback to students in this online environment. The course is graded pass/fail. The course will be offered in one five-week term within a semester.

Credits: 1

Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM102105

Essential Business Communication

Mirshekari, Cristina J

Fall 2024

Essential Business Communication is a one-credit asynchronous course designed to support sophomores (and second-semester first-year students) transitioning from academic to business writing and preparing them for on-the-job communication. Students learn how to boost their business writing and presentation skills through various activities, including analyzing audiences, writing everyday business communication, collaborating, and presenting. Instructors and writing coaches provide individualized feedback to students in this online environment. The course is graded pass/fail. The course will be offered in one five-week term within a semester.

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Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM668801

Business Writing and Communication Skills for Managers

Owens, Rita R

Fall 2024

Restricted to CSOM and GCSOM The course focuses on the types of communication done on the job, especially in corporations. Business assignments are used to illustrate appropriate writing and communication strategies, protocols, styles, and formats. Students work alone and in collaboration with others around various assignments and tools, including traditional reports, emails, chats, social media, and presentations. By the end of the semester, students will be proficient in producing business letters, instructions, reports, proposals, resumes, and presentation materials. NOTE: Students will not earn credit for both ACCT8810 and BCOM6688.

Credits: 3

Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Both

Comments: None

Status: Offered

BCOM668802

Business Writing and Communication Skills for Managers

Owens, Rita R

Fall 2024

Restricted to CSOM and GCSOM The course focuses on the types of communication done on the job, especially in corporations. Business assignments are used to illustrate appropriate writing and communication strategies, protocols, styles, and formats. Students work alone and in collaboration with others around various assignments and tools, including traditional reports, emails, chats, social media, and presentations. By the end of the semester, students will be proficient in producing business letters, instructions, reports, proposals, resumes, and presentation materials. NOTE:Students will not earn credit for both ACCT8810 and BCOM6688.

Credits: 3

Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall,Every Spring

Student Level: Both

Comments: None

Status: Offered

BCOM885001

Public Speaking

Schwartz, Stacy M

Fall 2024

This course provides an introduction to basic concepts, theories, and principles of oral communications through the mode of public/in class speech performances. You will gain practical experience in exploring, discovering, and arranging ideas, using evidence and research to support claims, preparing organized outlines, and composing speeches while broadening your view of theoretical considerations in communications. This is an oral presentation class. Each student will present varied styles of public speaking to his/her peers. Our class will also include lectures, discussions, video analysis, and oral exercises to alleviate speech anxiety.

Credits: 3

Room and Schedule: Fulton Hall 260 Th 04:30PM-06:50PM

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Graduate

Comments: None

Status: Offered

Business Writing and Communication Courses: Spring 2025

BCOM102101

Essential Business Communication

Owens, Rita R

Spring 2025

Essential Business Communication is a one-credit asynchronous course designed to support sophomores (and second-semester first-year students) transitioning from academic to business writing and preparing them for on-the-job communication. Students learn how to boost their business writing and presentation skills through various activities, including analyzing audiences, writing everyday business communication, collaborating, and presenting. Instructors and writing coaches provide individualized feedback to students in this online environment. The course is graded pass/fail. The course will be offered in one five-week term within a semester.

Credits: 1

Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall,Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM102102

Essential Business Communication

Edwards, Monetta C

Spring 2025

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Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall,Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM102103

Essential Business Communication

Farella, Adriana

Spring 2025

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Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM102104

Essential Business Communication

Graf, Erica L

Spring 2025

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Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM102106

Essential Business Communication

Stefanakos, Evangelia

Spring 2025

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Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM102107

Essential Business Communication

Mirshekari, Cristina J

Spring 2025

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Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Undergraduate

Comments: None

Status: Offered

BCOM668801

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Owens, Rita R

Spring 2025

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Credits: 3

Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Both

Comments: None

Status: Offered

BCOM668802

Business Writing and Communication Skills for Managers

Owens, Rita R

Spring 2025

Restricted to CSOM and GCSOM The course focuses on the types of communication done on the job, especially in corporations. Business assignments are used to illustrate appropriate writing and communication strategies, protocols, styles, and formats. Students work alone and in collaboration with others around various assignments and tools, including traditional reports, emails, chats, social media, and presentations. By the end of the semester, students will be proficient in producing business letters, instructions, reports, proposals, resumes, and presentation materials. NOTE:Students will not earn credit for both ACCT8810 and BCOM6688.

Credits: 3

Room and Schedule: On-line Asynchronous

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall,Every Spring

Student Level: Both

Comments: None

Status: Offered

BCOM885002

Public Speaking

Schwartz, Stacy M

Spring 2025

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Credits: 3

Room and Schedule: Fulton Hall 220 Th 04:30PM-06:50PM

Satisfies Core Requirement: None

Prerequisites: None

Corequisites: None

Cross-listed with: None

Frequency: Every Fall, Every Spring

Student Level: Graduate

Comments: None

Status: Offered
