

2023-24 ACADEMIC COURSES

BMG 207 : BUSINESS COMMUNICATION

In this course, students will develop career-enhancing oral, written and non-verbal skills by studying the principles, processes and strategies underlying effective business communication. Emphasis is placed on planning, creating and transmitting business information within a variety of business situations found in the global marketplace. Students will prepare routine, persuasive, and negative news correspondence, in addition to reports, resumes, and formal business presentations.

Level I Prereq: Academic Reading and Writing Levels of 6

Description	Hours
Credits	3
Lecture Hours	45
Clinical Hours	0
Lab Hours	0
Other Hours	0
Total Hours	45

Accurate as of 02/03/2023 Information is subject to change without notice.

Class offerings by semester

	Winter	Summer	Fall		
Even Years (2022, 2024, 2026)					
Odd Years (2023, 2025, 2027)					
Class	(before	5	p.m.)	Day	
Class	(after	5	p.m.)	Evening	
Online Class Revised: 2/2/22					
The annual schedule class offerings by semester is offered as a planning tool. Please refer to the course schedule to see the specific time and platform for which the course is offered.					

Swipe left to see full chart