BCOM 3310 - Business Communication

**BCOM 3310** Business Communication (3 semester credit hours) Introduction to various types of professional communication, with an emphasis on business writing. Students will gain experience writing and revising business email, letters, proposals, and job search documents. Students will work both individually and in teams and will exit the course with a clear understanding of the centrality of communication in business. Not eligible for audit. This course does not fulfill the university communications core requirement. Credit cannot be received for both courses, **BCOM 3310** and **BCOM 3311**. Prerequisites: **RHET 1302** and (**ACCT 3100** or **BA 3100** or **BCOM 3100** or **FIN 3100** or **HMG 3100** or **IMS 3100** or **MKT 3100** or **ITSS 3100** or **OPRE 3100** or **ACCT 3200**, **BA 3200** or **BCOM 3200** or **FIN 3200** or **HMG 3200** or **IMS 3200** or **ITSS 3200** or **MKT 3200** or **OBHR 3200** or **OPRE 3200**.) (3-0) S