

## ENG 209: Business Writing

This course is designed for students interested in a career in business. It will teach how to organize and evaluate effective communication in writing—how to compose the various forms of letters and reports found in the business field; how to evaluate job resumes. Most course work must be typed.

Credits: 3

Prerequisites: ENG 100 with a grade of C or better, or approval from the Language Arts Division.

Recommended Prep: Experience in using computers for writing.