

# BUSINESS COMMUNICATIONS (BCOM)

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**BCOM 3350 Business Communications 3 Credits**

**Department:** College of Business

Emphasis on practical applications of business writing and speaking scenarios. Course covers how to write memos, letters, resumes, analytical reports, and how to give a professional oral presentation.

**Restriction(s):**

Students with a class of Freshman or Sophomore may **not** enroll.

**Grade Mode(s):** Standard Letter, Registrar do not use FN, Registrar do not use FS