

# WRTG 3016

# BUSINESS WRITING

Spring 2022 Online

Focuses on strategies for communicating successfully with business audiences. Students employ composition technologies to prepare different types of workplace texts, including emails, memos, proposals, reports, resumes and presentations. Emphasis on critical thinking and problem solving in a business context.



**Students must take WRTG 2010 or equivalent prior to taking this course.**

**Fulfills Upper Division Communication/Writing (CW)**