

BA 205 : Business Communication Using Technology

Focuses on using current technology to create, revise, and design business documents: letters, memos, e-mail, reports, minutes, simple instructions, and resumes. Incorporates the use of library and Internet resources to collect information. Includes oral presentations using technology presentation tools.

Credits 4

Prerequisites

Equivalent placement test scores also accepted.

Subject

[Business Administration](#)

Course Outcomes

Upon completion of this course students will be able to

- Communicate personal and organizational information using standard business document formats and business presentation techniques and tools.
- Research, write, and edit business documents using on-line and library resources and business software applications common to the contemporary business environment.
- Identify and select appropriate technology, including social media and mobile computing, for business communication needs based on the message and audience.
- Work collaboratively with teams to communicate business information in a project environment.
- Create a resume and cover letter.
- Work cooperatively with business employees with diverse cultural backgrounds.

Prerequisite Courses

[WR 115](#)

[RD 115](#)