

# PROFESSIONAL AND TECHNICAL COMMUNICATION (PTC)

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# Course numbers with the # symbol included (e.g. #400) have not been taught in the last 3 years.

## **PTC 500 - Business Communication**

**Credits:** 4

This course focuses on writing skills used in the business world.

Frequent writing assignments include letters, emails, reports and resumes. The drafting, feedback and revision method is used. Required for the BUS degree and should be taken within the first 2 semesters. No credit if ENGL 595 "Literary Topics: Business Communications" taken.

**Attributes:** Writing Intensive Course