PROFESSIONAL AND
TECHNICAL COMMUNICATION
(PTC)

# 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
Prerequisite(s): ENGL 401 with a minimum grade of D- or ENGL 401A with
a minimum grade of D-.
Grade Mode: Letter Grading