

# PROFESSIONAL AND TECHNICAL COMMUNICATION (PTC)

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Visit the [Course Schedule Search website](#) to find out when courses will be offered during the academic year.

*Read more about the courses within this subject prefix in the descriptions provided below.*

## **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