Spokane Falls Community College

Course Learning Outcomes

Prefix and Course Number: **BT 272**

Course Title: **Business Correspondence**

Version Date: **4/26/2019**

Course Learning Outcomes:

Upon successful completion of the course, the student will be able to:

1. Describe the process of communication and its effect on giving and receiving information.
2. Correctly apply grammar, punctuation, and usage skills necessary to create, proofread, and edit typical written business messages and oral presentations.
3. Demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
4. Use preparation and research skills for business reports and oral presentations.
5. Compose clear, concise, and well-organized e-mails, memos, letters, and reports used in business writing.