

CATE4303

Course Information:

COLLEGE CODE: EDUC
COLLEGE NAME: College of Educ & Health Prof
DEPARTMENT CODE: RHRC
DEPARTMENT NAME: Department of Rehab/HR/CD
COURSE ID: CATE4303
SHORT TITLE: BUSINESS COMM IN EDUC
CATALOG TITLE: Business Communications in Education
TERMS: (Spring, Summer, Fall)
YEARS: Every Year
LEVELCODE: Undergraduate Credit Only
CREDIT HOURS: Fixed
CONTACT HOURS: 3
NUM UNITS MIN: 003
NUM UNITS MAX: 003
STATUS: Active
AUDIT ALLOWED:

DESCRIPTION: Emphasizes applying and understanding principles of written and oral communication in the business/education field. Specific attention given to communication and organizations, using words effectively, communicating through letters and memoranda, communicating through reports, oral communication, and communicating today and tomorrow.

Requested Changes:

Change Type: Inactivate/Delete
Effective Catalog Year Semester: Fall
Effective Catalog Year: 2009
Delete course:
Justification: Deleting this course will not affect any degree program. It is no longer required in the CATE degree program. It has not been offered in years.

Course Duplication:

None