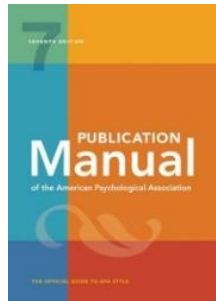




C2M COURSE ANNOUNCEMENT

BADM 200—BUSINESS WRITING

Enrollment Deadline:	October 1, 2021	Credit Hours:	8
Meeting Day(s):	Wednesdays, Oct. 6, 13, 20, 27	Meeting Times:	6-8 pm
Capstone or Assessment(s):	Assessment I	Assessment II	Capstone Project
	N/A	N/A	Yes
Cost:	\$125		
Course Format:	Live (Virtual) <small>Note: Access link will be provided via email following registration.</small>	Number of Instructor- or Computer-Graded Modules:	N/A
Instructor(s): Author: (if different from instructor)	Rachel Allmon, M.S.HRLD N/A	Lead Developer:	RA
Course Description:	Development of technical writing, editing, and proofreading skills. This course includes basic theory and processes of communication skills necessary for the management of an organization's workforce.		
Prerequisite:	None		
General Education Course:	No		
Textbooks: <small>*See sample text cover below</small>	Publication Manual of the American Psychological Association (7th Edition) By American Psychological Association (Paperback, 2020) ISBN-10: None ISBN-13: 978-1-4338-3216-1		
Course Categories:	General Business, Business Administration, Management, Technical Writing, Communication		



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