

## **Business Writing II –SD3402**

NOTE: This is an 8 hour course taught in two 4 hour sessions. You must register for both sessions including Business Writing I (SD3401).

Students will improve the clarity and professionalism of their work as they examine writing methods and formats: e-mail and e-mail etiquette, memos, letters, notes and documentation, and oral communication etiquette.

NOTE: Must have completed Business Writing I (SD3401)