

NEW Online Course Starts Sept. 11



Master Your Ability to Craft Clear and Concise Communications

If you've ever received an email, letter, or sales piece that was confusing, wordy, or typo-ridden, you know that poor writing impacts the writer's credibility — whether you have a high school diploma or a doctorate. By mastering a few basic steps and techniques in the writing process, you can ensure that your every communication reflects your professionalism. In today's competitive economy and multi-media world, that's a formula for success on the job and in life.

New from SDSU's College of Extended Studies is a fully online business writing course that will forever change your approach to writing, in just 3–5 hours per week.

BW 0010 Introduction to Business Writing — Online

Dates: Sept. 11–Oct. 6

Duration: Approximately 15 hours of instruction

Tuition: \$395

Early Registration Discount: \$349 (Enroll by Sept. 1)

Topics include:

- Business document format
- Etiquette for electronic communications
- Grammar to-go for busy professionals

Through workplace scenarios and interactive tutorials, learn best practices for digital communications. Receive your professional certificate in Introduction to Business Writing upon completion of the course.

Instructor Julie Moss has a B.A. in English, an MFA in creative writing, and an MAEd in educational technology. She's currently an instructional designer at UC Berkeley School of Public Health.

Visit neverstoplearning.net/businesswriting, email businesswriting.ces@sdsu.edu, or call **(619) 594-5821**.

SDSU Research Foundation Program



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