

# Bus 320: Personal Business Management

## [School of Business Administration](#)

This course is designed to enhance student's oral and written communication skills with emphasis on producing a quality resume or application for graduate work and developing interviewing, personal finance, and career planning skills.

3 Credits

### Instruction Type(s)

- Lecture/Lab: Lecture/Lab for Bus 320

### Subject Areas

- [Business Administration and Management, General](#)
- [Business/Commerce, General](#)

