

OAD 133: Business Communications

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communications. Fall and Spring semester only.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

ENG 101 or permission of the instructor

Program: [Office Administration](#)