BUS 215/OAD 133: BUSINESS COMMUNICATION

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

Credits 3 Lecture Hours 3 Lab Hours 0

1 BSCC 2023-24 Catalog