

# 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.

**Credits:** 3

**Transfer Code:** Transfer Code  
Code C

**Lab Hours:** 0

**Lecture Hours:** 3

**Prerequisites:**

None

**Co-Requisites:**

None