

## 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. Students must complete this course with at least a "C" average.

**Credits:** 3

**Prerequisites:**

OAD 101 or permission of instructor.

**Program:** [Office Administration](#)