

BAN 263 : Business Communication

ACTS Equivalent Course Number BUSI 2013

Lecture Hours 3

Credits 3

Theories and principles of nonverbal, oral, and written communication; emphasis on basic writing skills as applied in composing a variety of letters, memorandums, and resumes.

Prerequisites

[EH 113](#) (ENGL 1013) and [CT 113](#) (CPSI 1003) or departmental approval.