

## **MGT-163 Business Communication**

**Credit Hours: 3.0**

### **Course Description**

Business Communications will focus on the development and enhancement of skills in written business communication, oral business communication, and non-verbal communication. This course aims to develop students' oral and written skills to communicate effectively in business contexts and academic pursuits in the area of business.

### **Course Objectives**

This course aims to achieve the following objectives:

- To develop efficient use of verbal and non-verbal skills in business situations.
- To be able to use language to convey specific messages to intended audiences.
- To develop and use techniques for information management.
- To achieve clarity of communication, building vocabulary and comprehension of business documents.