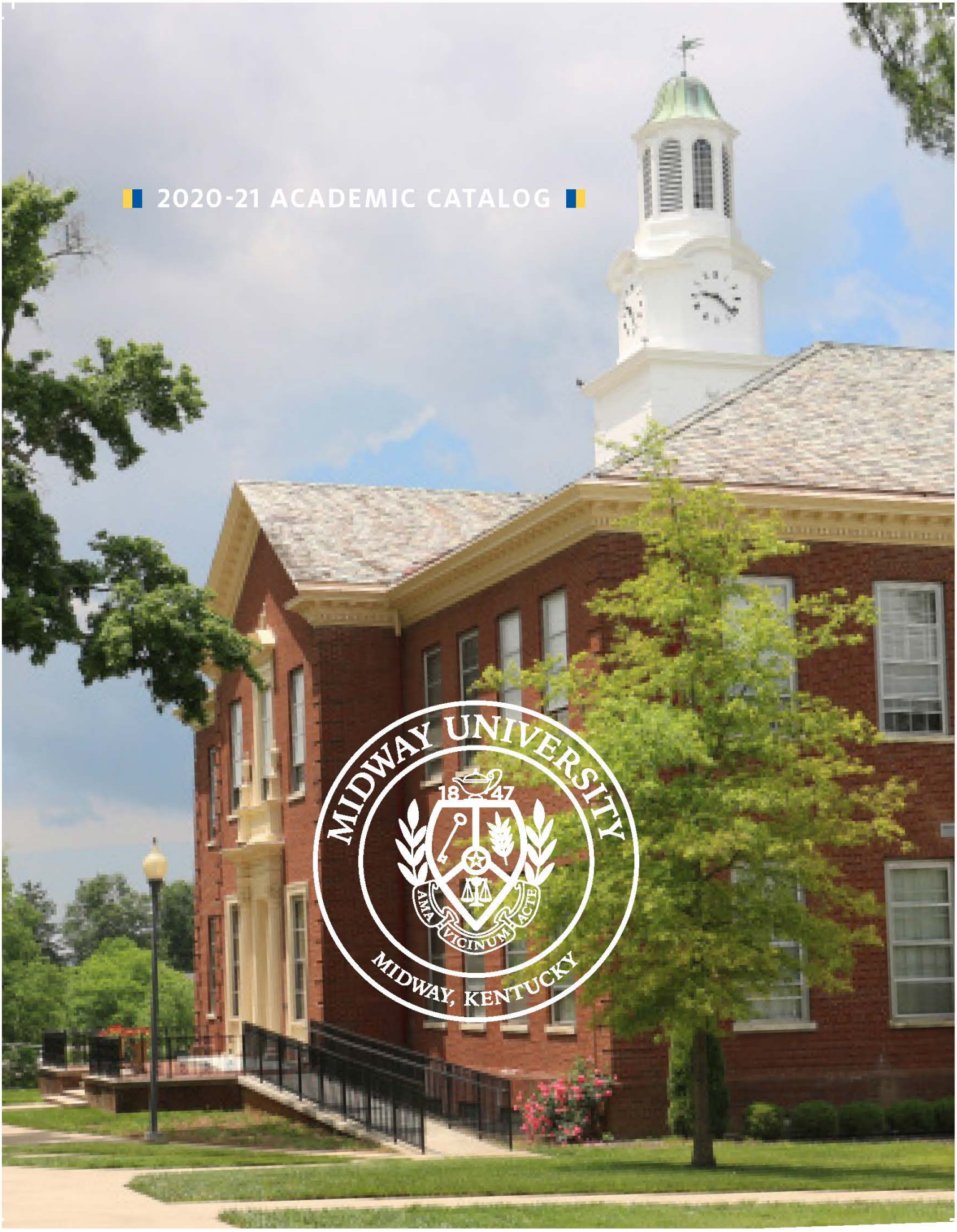
2020-21 ACADEMIC CATALOG



Midway University

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Course

BUS 313 - Business and Organizational Communication

This course investigates the role of both formal and informal communication in creating a productive organizational environment. It emphasizes communication skills including presentations, interpersonal and group interactions, and writing. Writing style, form, vocabulary, and grammar are examined in the context of business letters, memoranda and reports.

Grade Basis: L
Credit hours: 3.0
Lecture hours: 3.0

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