**BUS 248 Business Communication**

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Office Hours :

**Say,Mon, & Wed : 9-11 am**

**Office #: 36**

**Course Description :**

The purpose of this course is to explain the effect of communication in business , and the most used forms of business writing ; letters , reports , and memorandum .

**Text :**

A Business Communication Note

**Grade Weight :**

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| - First Mid-Term Exam 20%- Second Mid-Term Exam 20%- participation 5%-Quizzes 15%- final 40% |