**BUS 248 Business Communication**

**TA. Maha Saeed Al-Zailai**

**E-mail: Malzailai@ksu.edu.sa**

**Web site : fac.ksu.edu.sa/malzailai**

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 :**

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