

## **Business Communications - BU109**

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**Section:** BU109 001192S Main Campus

**Section Type:** Lecture

**Credit Hours:** 3.00

**Course Description:** Practice in writing business letters and business reports; using business vocabulary; verbal, non-verbal, and interpersonal communications; listening and oral reporting.

**WHEN**

Days: T R

Times: 09:40 AM - 11:10 AM

Start Date: 01/14/2020

End Date: 05/07/2020

**WHERE**

Campus: Main Campus

Building: Office Technologies

Room: OT101

**INSTRUCTOR**

PATTY KOLARIK

**BOOKS**

Title: BUSINESS COMMUNICATION ESSENTIALS 7TH Edition

Author: BOVEE & THILL

Required: Yes