

Business Communications - BU109

Section: BU109 001232S 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: 01/09/2024

End Date: 05/02/2024

WHERE

Campus: Main Campus

Building: Office Technologies

Room: OT101

INSTRUCTOR

PATTY KOLARIK

BOOKS

No textbooks for this course.