

Business Communications - BU109

Section: BU109 001242S 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: 11:30 AM - 01:00 PM

Start Date: 01/14/2025

End Date: 05/08/2025

WHERE

Campus: Main Campus

Building: Office Technologies

Room: OT101

INSTRUCTOR

MIRANDA ENGELKEN

BOOKS

Title: (CU) BUSINESS COMMUNICATIONS AND CHARACT 11TH Edition

Author: NEWMAN

Required: Yes