

## **Business Communications - BU109**

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**Section:** BU109 002192S Newton

**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: W

Times: 06:30 PM - 09:30 PM

Start Date: 01/15/2020

End Date: 05/06/2020

### **WHERE**

Campus: Newton

Building: Newton Axtell Center

Room: NWA109

### **INSTRUCTOR**

RONALD HULSEY

### **BOOKS**

No textbooks for this course.