

Business Communications - BU109

Section: BU109 011261S Main Campus

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 Start Date: 08/20/2026 End Date: 12/10/2026

Days:

TR

9:40 AM - 11:10 AM

Campus: Main Campus

Building: Office Technologies

Room: OT101

INSTRUCTOR

HALEY GUTHRIE

BOOKS

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

Author: NEWMAN

Required: Yes