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