

Business Communications - BU109

Section: BU109 021192S 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: M W

Times: 11:30 AM - 01:00 PM

Start Date: 01/13/2020

End Date: 05/06/2020

WHERE

Campus: Main Campus

Building: Office Technologies

Room: OT101

INSTRUCTOR

PATTY KOLARIK

BOOKS

Title: BUSINESS COMMUNICATION ESSENTIALS 7TH Edition

Author: BOVEE & THILL

Required: Yes