## **Business Communications - BU109**

Section: BU109 700233S Online

**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** Start Date: 06/03/2024 End Date: 07/29/2024

**Days:** Arranged Arranged

## INSTRUCTOR KEITH WADE BOOKS

Title: BUSINESS COMMUNICATION ESSENTIALS 8TH Edition

Author: BOVEE Required: Yes