

## **Business Communications - BU109**

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**Section:** BU109 700233S Online

**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**

No textbooks for this course.