

Business Communications - BU109

Section: BU109 700243S 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

Days: Arranged

Times: Arranged

Start Date: 06/02/2025

End Date: 07/24/2025

WHERE

Online

INSTRUCTOR

PATTY KOLARIK

BOOKS

Title: BUSINESS COMMUNICATION ESSENTIALS 8TH Edition

Author: BOVEE

Required: Yes