

## **Business Communications - BU109**

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**Section:** BU109 700253S 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: 06/01/2026 End Date: 07/23/2026

**Days:**

Arranged

Arranged

### **INSTRUCTOR**

KEITH WADE

### **BOOKS**

Title: (CU) BUSINESS COMMUNICATIONS AND CHARACT 11TH Edition

Author: NEWMAN

Required: Yes