

Business Communications - BU109

Section: BU109 816192S 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: 01/21/2020

End Date: 05/07/2020

WHERE

Online

INSTRUCTOR

JUDY ARCHER

BOOKS

Title: BUSINESS COMMUNICATION ESSENTIALS 7TH Edition

Author: BOVEE & THILL

Required: Yes