

## **Business Communications - BU109**

---

**Section:** BU109 816232S 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: 01/16/2024

End Date: 05/02/2024

**WHERE**

Online

**INSTRUCTOR**

JUDY ARCHER

**BOOKS**

Title: BUSINESS COMMUNICATION ESSENTIALS 8TH Edition

Author: BOVEE

Required: Yes