

Business Communications - BU109

Section: BU109 816242S 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: 01/21/2025

End Date: 05/08/2025

WHERE

Online

INSTRUCTOR

JUDY ARCHER

BOOKS

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

Author: NEWMAN

Required: Yes