Business Communications - BU109

Section: BU109 816261S 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: 08/19/2026 End Date: 12/10/2026
Days:
Arranged
Arranged

INSTRUCTOR
HALEY GUTHRIE
BOOKS
Title: (CU) BUSINESS COMMUNICATIONS AND CHARACT 11TH Edition
Author: NEWMAN
Required: Yes