

## **Business Communications - BU109**

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**Section:** BU109 826193S 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: 06/01/2020

End Date: 07/23/2020

**WHERE**

Online

**INSTRUCTOR**

JUDY ARCHER

**BOOKS**

No textbooks for this course.