Business Communications - BU109

Section: BU109 836192S 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: 02/24/2020
End Date: 05/07/2020
WHERE
Online
INSTRUCTOR
ANITA KIRKPATRICK
BOOKS
Title: BUSINESS COMMUNICATION ESSENTIALS 7TH Edition
Author: BOVEE & THILL
Required: Yes