BUSINESS COMMUNICATION

COMM 3160 /SPRING 2018/ Friday 386

Faculty Name and Contact Information

J. Joy Davis, MBA
Office Hours: TR 12:30-1:50 BY appointment
Email: joy.davis@uncc.edu
(Email is the best way to contact. Allow for 24 hours response time.)

Required Texts

Excellence in Business Communication, 12th Edition by Thill & Bovee

Course Description

COMM 3160. Business Communications (WO). Junior Standing. The nature and problems of individual, interpersonal and organizational communication in business. Various verbal techniques such as business presentations and writing will be developed and practiced for effective organizational and individual performance.

Course Structure

Weekly lectures, class discussions, guests’ lectures and oral presentations will comprise class sessions. This is a seminar-style course. As such, students are expected to contribute to class discussion. Some of the class sessions and materials will be directed on Canvas. Refer to the class schedule for specific dates.