

## **Business Communications - BU109**

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**Section:** BU109 001252S Main Campus

**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: 01/13/2026 End Date: 05/07/2026

**Days:**

TR

11:30 AM - 1:00 PM

Campus: Main Campus

Building: Office Technologies

Room: OT101

**INSTRUCTOR**

MIRANDA ENGELKEN

**BOOKS**

No textbooks for this course.