

## **Business Communications - BU109**

---

**Section:** BU109 002252S 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.

**Section Notes:** This class will meet face-to-face 5 times: January 13, February 3, March 3, April 7, and April 28. The remainder of the work will be completed online.

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

**Days:**

TR

8:00 AM - 9:30 AM

Campus: Main Campus

Building: Office Technologies

Room: OT101

### **INSTRUCTOR**

MIRANDA ENGELKEN

### **BOOKS**

No textbooks for this course.