## **Business Communications - BU109**

**Section:** BU109 011251S Main Campus

**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** Start Date: 08/21/2025 End Date: 12/11/2025

**Days:** TR

9:40 AM - 11:10 AM Campus: Main Campus

Building: Office Technologies

Room: OT101

**INSTRUCTOR** 

MIRANDA ENGELKEN

**BOOKS** 

No textbooks for this course.