

Course Information

Distance Learning Course: BUS 110.71 Business Communication

Course format: Internet

Textbook: Introduction to Business

Course Prerequisites/ Corequisites: None

Instructor Information	
Name	William Hatchett
Office phone number	336-599-1181, ext. 2225
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Office location	C107
Office hours	

Types of Required Assignments	Frequency of Assignment
Class Labs	0
Discussion Forums	6
Projects	2
Tests/Exams	6
Quizzes	0
Journal Entries	6
Writing Assignments	7
Other	2

Course Policies and Requirements	Hours
Average number of hours per week to be successful in a 12 to 16 week course	8
Average number of hours per week to be successful in a 8 week course	
Number of proctored exams required in this course	0
Number of times a student will need to travel to campus	0

Additional attendance requirements:

Policy on make-up exams and/or late assignments for this course: Students may be granted make up exams or assignments if there are legitimate extenuating circumstances.

Software/Technical Requirements	
Do assignments require the use of supplements bundled with the text book?	No
Is additional software required?	No

Additional comments: