

# Course Information

**Distance Learning Course:** BUS 260.71 Business Communication

**Course format:** Internet

**Textbook:** Loewy, Dana and Guffey, E. Mary. Business Communication; Process and Product, 7th Edition. South-Western Cengage Learning. ISBN: 978-0-058-46625-7

**Course Prerequisites/ Corequisites:** ENG 111

| Instructor Information |              |
|------------------------|--------------|
| Name                   | Staff        |
| Office phone number    | 336-599-1181 |
| E-mail address         |              |
| Office location        |              |
| Office hours           |              |

| Types of Required Assignments | Frequency of Assignment |
|-------------------------------|-------------------------|
| Class Labs                    | 0                       |
| Discussion Forums             | 13                      |
| Projects                      | 2                       |
| Tests/Exams                   | 1                       |
| Quizzes                       | 14                      |
| Journal Entries               | 0                       |
| Writing Assignments           | 5                       |
| Other                         | 1                       |

| Course Policies and Requirements  | Hours |
|---|-------|
| Average number of hours per week to be successful in a 12 to 16 week course |       |
| 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:** 1. A student is expected to be regular and punctual in meeting all classes. To receive credit for this course, the student must attend class prior to the Census Point and attend a minimum of 80 percent of classes, labs, and shop hours. Failure to attend class is an absence, regardless of the excuse. Absences are counted from the first scheduled meeting of the class, not the first day the student attends. All work missed during absences must be made up to the satisfaction of the instructor. Failure to complete required assignments will negatively affect the student's final grade. (2011-2013 Piedmont Community College General Catalog and Student Handbook)

**Policy on make-up exams and/or late assignments for this course:** Late assignments may be subject to grading penalties up to and including receiving no credit for the late work turned in

| Software/Technical Requirements   |    |
|---|----|
| Do assignments require the use of supplements bundled with the text book? | No |

## Course Information

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| <b>Software/Technical Requirements</b> |    |
| Is additional software required?       | No |

**Additional comments:**