

Course Information

Distance Learning Course: BUS 110.71 Business Communication

Course format: Internet

Textbook: Introduction to Business

Course Prerequisites/ Corequisites: None

Instructor Information	
Name	Mark Wencel
Office phone number	336-599-1181, ext. 2180
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Office location	C107
Office hours	

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

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	
Number of times a student will need to travel to campus	

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: