Distance Learning Course: BUS 110.41P/C Business Communication
Course format: Teleclass/Hybrid
Textbook: Introduction to Business
Course Prerequisites/ Corequisites: None

<table>
<thead>
<tr>
<th>Instructor Information</th>
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<tbody>
<tr>
<td>Name</td>
<td>William Hatchett</td>
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<td>Office phone number</td>
<td>336-599-1181, ext. 2225</td>
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<tr>
<td>Office location</td>
<td>C107</td>
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<td>Office hours</td>
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Types of Required Assignments | Frequency of Assignment
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Class Labs | 0
Discussion Forums | 6
Projects | 2
Tests/Exams | 8
Quizzes | 0
Journal Entries | 6
Writing Assignments | 7
Other | 0

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 | 0
Number of proctored exams required in this course | 0
Number of times a student will need to travel to campus | Once per week

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 | No
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Do assignments require the use of supplements bundled with the text book? | No
Is additional software required? | No

Additional comments: