

# Course Information

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**Distance Learning Course:** BUS 121.71 Business Math

**Course format:** Internet

**Textbook:** Practical Business Math Procedures

**Course Prerequisites/ Corequisites:** BUS 115

<b>Instructor Information</b>	
Name	William Hatchett
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Office location	C107
Office hours	

<b>Types of Required Assignments</b>	<b>Frequency of Assignment</b>
Class Labs	0
Discussion Forums	4
Projects	0
Tests/Exams	12
Quizzes	0
Journal Entries	12
Writing Assignments	2
Other	1

<b>Course Policies and Requirements</b>	<b>Hours</b>
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.

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

**Additional comments:**