

Course Information

Distance Learning Course: OST 181.71 Intro to Office Systems

Course format: Internet

Textbook: ISBN: 978-111-1575861

Course Prerequisites/ Corequisites: None

Instructor Information	
Name	Merlette Walker
Office phone number	336-599-1181, ext. 2171
E-mail address	merlette.walker@piedmontcc.edu
Office location	C101, Person campus
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:

Software/Technical Requirements	
Do assignments require the use of supplements bundled with the text book?	
Is additional software required?	

Additional comments: