

Course Information

Distance Learning Course: OST 289.71 Administrative Office Management

Course format: Internet

Textbook:

Course Prerequisites/ Corequisites: Take 1 group; (OST 134, OST 164) or (OST 136, OST164)

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

Types of Required Assignments	Frequency of Assignment
Class Labs	9
Discussion Forums	10
Projects	16
Tests/Exams	5
Quizzes	0
Journal Entries	0
Writing Assignments	0
Other	0

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	Contact instructor

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?	Yes, Microsoft Office Word

Additional comments: