

# Course Information

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**Distance Learning Course:** ACC 140.71 Payroll Accounting

**Course format:** Internet

**Textbook:** Payroll Accounting 2014 ISBN # 978-1-285-43706-4 (Older editions of the textbook also acceptable)

**Course Prerequisites/ Corequisites:** Take One: ACC-115 or ACC-120

<b>Instructor Information</b>	
Name	Mark Wencel
Office phone number	336-599-1181, ext. 2180
E-mail address	<a href="mailto:mark.wencel@piedmontcc.edu">mark.wencel@piedmontcc.edu</a>
Office location	C107
Office hours	

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

<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	
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:** 5% late penalty per day

<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:**