Dear Learners,

Welcome to Bus 100. I am glad to see all of you in this class. College of the Canyons is a very close community and I would like this to be the best possible experience for you. As we go through the course, feel free to contact me, if you have any questions and or concerns. Please read the course syllabus for important information about how we will communicate, and etiquette of online expectations.

I know you are experienced at working on the Internet, reading e-articles, and communicating with your friends online. We will utilize those skills you already have in a unique way, and I hope you learn some more techniques.

This is a short-term intensive, and one-hundred percent online section. We have exactly 5 weeks to cover materials usually covered in 16 weeks, which means you have to invest more time on a daily base than the regular course, almost 10 to 15 hours per week. You have to finish weekly requirements by the week's deadline.

All exams will be taken online using the Blackboard exam option. We will go over all coursework, questions, and unclear subjects during online interactions. However, students may complete the online work and project at 2 pm or 2 am, whichever best fits each individual schedule, as long as it is before the posted deadlines. Students are evaluated on the quality of work completed; one is evaluated on what one does and does not complete.

After reading the syllabus, let me know if you have any questions or concerns. Please indicate you understand the expectations, guidelines, responsibilities, and will try to abide by them by posting a short response to the discussion board.

The virtual classroom will be available for entrance June 08, 2015.

All students are required to have their own valid COC assigned e-mail address for this course. Please note your classmates and I will communicate with you through this e-mail. Hence, you should check this email regularly during the course.
The following are some guidelines and requirements that will help you successfully navigate and complete this class:

1. Check your computer status. Students should have access to a computer with minimum requirements. Otherwise, you should get to the habit of using a library or TLC computers.
2. Word Processing program is necessary. Spread Sheet Program is optional, but very helpful.
4. Text: Business Essentials, 10th edition; By: Ronald J. Ebert & Ricky W. Griffin;
5. Please read the guidelines and the syllabus, and then post your response (“I will abide by these expectations.”) to this one indicating that you read, understand, and agree with the guidelines. We will review the syllabus during the first session on June 08, 2015.

As you know, we have a short time to cover our learning objectives, make sure you are prepared and ready on day one. Make sure you participated in Blackboard orientation. In other word, in order to access this class online you must first complete an online tutorial. The tutorial will assist you with understanding Blackboard, COC’s course management program. You can access this tutorial:

http://www.canyons.edu/offices/distance_learning/OnlineOrientation/

Other Important Links:

http://www.canyons.edu/offices/distance_learning/BBSupport/Bbtechsupport2.asp

The above link provides useful log on information for the learners.

Distance Learning Home Page: http://www.canyons.edu/distancelearning

Online Learning Readiness assessments:

http://www.canyons.edu/offices/distance_learning/info/Assessments.asp

For Counseling 070 information use the link below. This link gives beneficial information to students contemplating online learning for the first time.

http://www.canyons.edu/offices/distance_learning/info/COUNS070.asp

Warm Regards,
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