BUS100 – Section 31406
Fall 2017

From: Ali Naddafpour, MBA
Email: ali.naddafpour@canyons.edu
Website: College of the Canyons’ Canvas (will be available on Aug 21)
Course Start Date: Aug 21, 2017
Location: CCC 506
Time: Saturdays Aug 26, Sep 9, 16, 23, 30, Oct 7 & 14: 8:00 am to 9:20 am
And TBA Online
Subject: Bus 100 – Section 31406

Dear Learners,

Welcome to our hybrid Bus 100. I am glad to see all of you in this class. I look forward to meeting you at our first class on Saturday August 26th at 8:00am. In the meantime, I would like to go over some important information that will contribute to your success in the class, and also help you prepare to take an online class. Failure to attend the first day of class will result in an automatic drop, regardless of circumstances. 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.

Our first class session is on August 26th at 8:00am. Your attendance at the first class meeting and all other Saturday meetings is mandatory to successfully pass the course. Vacation plans or work commitments will prevent you from being allowed to remain in the course, so please make sure your calendar is cleared. Your participation grade and your ability to be successful would be impacted greatly if any portion of a class is missed.

At the first class meeting I will provide you with a complete syllabus and course packet that will explain the course and its requirements, as well as give you a great number of useful handouts. We will also begin discussion and lecture that day.

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. You have to check in by answering the first Discussion Board confirmation regarding syllabus, no later than 11:59 pm (Pacific Time), Sunday August 27, otherwise I have no choice but to drop you and give your place to one of the waitlisted students.

This is a short-term intensive, and hybrid online section. We have exactly 8 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 6 to 12 hours per week. You have to finish weekly requirements by the week's deadline.

We will go over all coursework, questions, and unclear subjects during our online and on-campus 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 August 21, 2017.

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.
3. Access to Canvas and the Textbook sites.
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 August 27, 2017.

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 Canvas 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 Canvas, the COC’s course management program.

Additional Resources

Canvas
The course can be accessed via Canvas at cv.canyons.edu on the first day of the course. Follow the login instructions at the bottom of the screen to log in. Here, you can also access Canvas user guides with helpful tips for navigating and using Canvas. For any Canvas related issues please call the Canvas Student Support line at (661)362-3344 during college business hours, or (877)889-9052 for 24/7 support.
Distance Learning
Check out the Distance Learning website for more information on a variety of topics that can help you be a successful online student such as: exam proctoring, learning styles, computer skills, and tips for student success. If this is your first online course, feel free to take our online learning readiness assessment to assess your skills.

The Learning Center (TLC)
The TLC provides FREE tutoring resource to COC students including:
- Face-to-face & ONLINE tutoring
- Testing Center: offers test proctoring services for courses that have required proctored exams
- Study Jam Review Sessions
- Computers with over 300 software programs
For more information visit the TLC Website.

Disabled Students Program & Services (DSPS)
College of the Canyons DSPS provides educational services and access for eligible students with documented disabilities who intend to pursue coursework at COC. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in all aspects of the college programs and activities through appropriate and reasonable accommodations. For more information on their services visit the Disabled Students Program & Services website.

Online Counseling
The Counseling Department offers appointments online. You can schedule an appointment by visiting the Online Counseling website. Counselors can help you map out a plan to reach your educational goals as well as advise you on course selection and registration.

Please do not hesitate to contact me, if you have any questions and or concerns.

Warm Regards,
Happy Surfing,

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