Fall 2016 ONLINE: Introduction to Business

Two ONLINE Sections:

Bus V30 CRN 70072
And

Bus V30 CRN 70671

Professor: S. Kinghorn. Email me at bus30skinghorn@gmail.com for the quickest response. Put your CRN number, first and last name on ALL emails. Use the Discussion Board for general questions.


It is your responsibility to purchase the correct book. Buy your book NOW. This course starts Aug. 17 just like the on-campus courses. Do not procrastinate. Your first assignments and test one are due WEEK TWO. No late work accepted. No exceptions. You may, however, submit work early! 😊 The BizLab has practice quizzes and is extra credit.

You may be dropped from the class as a “no show” if you do not take and pass the orientation/syllabus quiz by 9 p.m. by Sun., Aug. 21. You would be dropped if you missed the first four days of an on-campus course. Click on the Introduction Module in Canvas and read the Syllabus:

There is a document “First Week Checklist” that helps you get started. Print the Schedule of Assignments. It has all of your assignments and due dates for the entire semester. Read ALL of the documents in the Introduction module. The course is organized in weekly modules after the Introduction module.

The Distance Ed staff is providing on-campus and online Canvas orientations. The schedule is on their home page via the VC website. Canvas is very different from D2L.
The course is conducted entirely online; therefore, you need access to a computer and the Internet. You should understand how to send e-mails and attach files. Computers are available in the LRC six days a week.

If you have never taken an online class before, go to the link below and take the “Readiness Assessment.” No one will see the results except you.

http://www.venturacollege.edu/online_services/online_classes/prospective_de_st udents/readiness_assessment.shtml

It will help you determine if online is for you and/or if you need to make a few changes in your work habits or increase your computer skills levels in order to be successful. Online courses require discipline and good time management skills. They also allow you a great deal of flexibility. Work ahead and avoid stress!!

You MUST attend (log in and participate) at least TWICE A WEEK. This is a State accreditation requirement. If you do not do this, I am required to drop you. There is much more to the course than taking tests!

All students should complete the troubleshooting steps on the Distance Ed site in order to avoid having computer problems. If you have a Mac, you should read the Distance Ed page information and be sure it will work with Canvas.

The class should be available Monday, Aug. 15. Go to www//my.vcccd.edu and log on and click Courses. Get started.

Waitlisted students have full access. I will add the students on the waitlist when other students drop during week one, but I do not receive the add codes until the second week of the semester.