Introduction to Business Distance Education	DE Approval Date:

BUS. 100 Introduction to Business

Modes of Delivery

- Lecture
- Online
- Hybrid

Distance Ed Supplement

- Revision to existing distance education supplement

Distance Education Training

Distance education component was developed by an instructor with training in online pedagogy.

Training: The Distance Education component of this course was developed by and will be taught by an instructor with training and certification in online pedagogy and the district approved course management system to ensure accessibility and best practices.

Method of Distance Education

- Online, Hybrid, Web Assisted Course; (If there are limitations on how this course would be offered please explain below)

Online Method Limitations

N/A

Course Content and Methodology:

- The objectives and content of the course are adequately covered by the methods of instruction, assignments, evaluation of student outcomes, and instructional materials.
- If this course is currently taught in a lecture mode, the department faculty have determined that the same objectives can be achieved in a distance learning mode.
- The instructional equipment and materials are sufficient.
- The preparation and training of faculty are sufficient.
- Regular personal contact between students and instructor is sufficient.
- Methods of student evaluation are designed to maintain examination security.
- Evaluation of student outcomes is sufficient to permit review and assessment of the effectiveness of distance education for this course and to provide information for the annual distance education report.

Instructional Methodologies (How will you deliver the course content?):

- Announcements/Bulletin Boards
- Chat Rooms
- E-mail
- Electronic Forum
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Online Presentations
- Resource Links

- Telephone
- Two-Way Video conferencing (Two-way interactive video and audio)

Representative Courseware/Textbooks Materials:
    Possible textbooks include: Ferrell, G. Hirt, and L. Ferrell. Business, A Changing World, 10th ed.McGraw-Hill Irwin, 2017

Methods of Evaluation of Student Performance:
    Online quizzes
    Weekly homework submitted electronically
    Discussion questions

How are you ensuring that students with disabilities can access your course in accordance with Section 508?
    This course uses a universal design approach in the creation of its online content. When addressing style and formatting, the course shell is created with screen readers in mind. The instructor uses fonts that are basic, simple and from the sans-serif family, provide headings in a consistent page format, use color sparingly and try to use solid color backgrounds and contrasting colors. Additionally, when addressing course content, the instructor will do all of the following:
    --Provide videos that have closed captioning
    --Caption and explain all tags
    --Provide documents, assignments and handouts in multiple formats (PDF, Word and accessible HTML, web pages.
    --Provide transcripts for all lectures and videos
    --Provide descriptive links or instructions on how to download any software for outside resources
    --Ensure that all links to outside resources are descriptive, active and working
    --Use the notes portion of PPT to explain the images and content of the slide
    --Make any other necessary, accommodations to help students through the online course format.
    --Provide links to other on-campus resources such as the DRC, Learning Center, Counseling Department and Library.

Contact Types
    DE Contact

- Announcements/Bulletin Boards - As needed by instructor and/or student to disseminate reminders and course updates.
- Discussion Boards - Weekly discussion boards to create online community, to keep students engaged, and assess understanding of course content.
- Email Communication - Within 24 hours Monday-Thursday and 48 hours on weekends and holidays.
- Office hours - Offered synchronously and asynchronously to help students throughout the semester.
- Scheduled Face-to-Face Meetings - As requested by student.
- Telephone - As requested by students