

**APPENDIX J:  
Skyline College  
Sample DE Addendum: (BUS 120)**

**Mathematical Analysis for Business Distance Education**

**BUS 120** Mathematical Analysis for Business

**Delivery Methods**

Lecture Online Hybrid

**Method of Distance Education**

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

Other of Modes of Delivery (describe below)

**Instructional  
Methodology**

**Frequency/Explanation**

Announcements/Bulletin Boards:

Announcements/Bulletin Boards - Announcements pertaining to the class will be posted on the course website on a weekly basis.

Discussion Boards:

Discussion Board - Twice a month online discussion board assignments where students read and respond to other students questions.

Email Communication:

Email Communication- Instructor will respond to emails within 24 hours. Instructor will not respond to class emails on Saturday and Sunday or on holidays. If instructor does not respond within 24 hours, please contact the Business Division Dean at carlsond@smccd.edu or telephone at 650-738-4362.

Resource Links:

Resource Links - Class Resource links will be posted on the class website.

Office hours:

Office hours - Tuesday and Thursday. 2:00-4:00 pm

Scheduled Face-to-Face Meetings:

Scheduled Face-to-Face Meetings - Monday through Friday. Students should contact instructor for an appointment.

Telephone:

Telephone - Instructor will be available Monday through Friday. If not available, leave a message and instructor will return the call.

Study and/or Review Sessions:

Study and/or Review Sessions - Review Sessions will be available during face-to-face meetings.

**Representative Courseware/Textbooks Materials:**

Possible textbooks include: Hungerford Lial and Holcomb. Math with Applications, 9th ed., Addison/Wesley Longman, 2007

**Methods of Evaluation of Student Performance:**

Online quizzes Weekly homework submitted Students participate in forum discussions

**How are you ensuring that students with disabilities can access your course in accordance with Section 508?**

The website is developed using the 508 Website Accessibility standards. The WebAccess (Moodle) template is designed for Web accessibility standards.

**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.