

Student Information Packet for Online Courses

Online Student Info

Online students will have to register on our [E-campus](#)



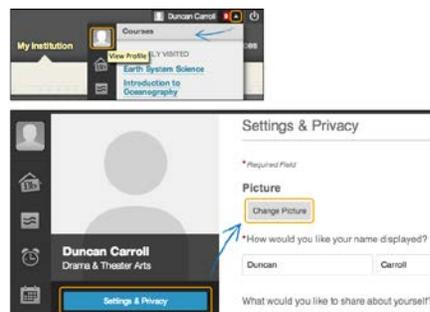
For Student Information:

Toll Free: (888) 282-7817

Phone: (901)748-0293

Online Attendance and Participation:

Online courses are six weeks in length. That is 5 weeks of class attendance and a 6th week of exam or preparation. Since our courses are transferrable to college credits, they are presented in an educational format. The courses are run through Blackboard™ so the students courseware and assignments will resemble college coursework. Each student is required to be in attendance and participate online at least one day per week. Online attendance can be completed any 24 hours in a day, any one of the 7 days a week.



To be considered in *attendance*, you must post at least one message to the discussion board and one assignment post on any of the 7 days. To earn full participation for the week, you must post a substantive posts on at least two times per week, for a total of two postings each week. * In a *six week* credential or license course and to earn full participation for the week, you must post a total of ten substantive discussion/assignment posts. The ten posts (2 post per week) must occur on at least one day per week of the 5 weeks. The sixth week is for study and examination preparation. A final exam will be given.

What is a “substantive post”?

A substantive post adds to the discussion and encourages a response from your fellow students. Here are some guidelines to help you earn credit for your discussion posts:

Do

- Explain why you agree or disagree, and add some examples to support your belief.
- Relate your personal or work experiences to the topic at hand.
- Ask additional questions of your classmates.
- Make connections between the topics and the readings in the text.
- Add ways you can apply lessons from the class to your work and educational life.
- Write responses to your classmates that are at least 75 words.

Don't

- Offer a two-word response like “I agree.”
- Talk about something unrelated to the coursework, like a movie you saw recently.
- Insult or mock classmates for their opinions. If you disagree, explain why you do — but in a constructive manner.

Example discussion starter:

After reviewing this week’s videos, respond to the following questions: Why do you want to go back to school? Why is it important to think critically about your reasons for going to school and your desired career path? What courses, credential program or career path interests you?

Substantive:

I’m returning to school to make a career change. I am interested in taking marketing classes and earning a bachelor’s degree. As Suze Orman mentioned in the “Why Do You Want to Go Back to School?” video,

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it is important to think about your career goals and consider how your chosen credential program will help you reach them. Orman currently write marketing company. In order for you to advance to a management position, you need to know how to build compliance. If you are enrolled in the Credential in ERSEA with an intention to enroll in the License program, which will help you develop those skills.

Not substantive:

I want to learn more about management. I'm in the Career advancement program. I want to learn how to succeed in school.

Online Training Information:

- Please remember to sign-in each week.
- Please make sure you post one discussion reply and your assignment once a week.
- Online course week starts on Tuesday and ends Monday the following week.
- Assignment and discussion must be posted by 11:59 pm Tuesday of the following week.



System requirements:

If your computer does not have the proper hardware, Blackboard™ Release 9.1 may run slowly or may not run at all. Prior to using Blackboard™ Learn Release 9.1 on your computer, compare your current system configuration with the system requirements below.

Hardware Minimum Requirements

- 1) 1.5 GHz CPU or greater with minimum of 1GB RAM
- 2) Network adapter: LAN (Ethernet) or wireless (WiFi)
- 3) DSL or cable broadband Internet (Dial up not compatible)
 - a) 3G & 4G connections not recommended when taking tests
- 4) CD/DVD drive and speakers may be required; refer to course requirements

Operating Systems, Web Browsers & Plugins

- Windows XP, Vista or 7
- MAC OS X 10 or later
- OS x 10.4 Tiger not supported
- JAVA Runtime Environment 6
 - Blackboard Learn requires the latest version of Sun JRE 6.
 - The JRE can be downloaded from <http://java.sun.com/javase/downloads/index.jsp>.

To determine which web browser to use with the Blackboard System, find your operating system in the left column and choose a web browser. When possible choose a recommended browser which Blackboard has certified compatibility. In addition, you should have at least two approved browsers installed on your computer to accommodate for ongoing browser version changes.