MEMORANDUM
Oakton Community College

TO: BUS 101 Online Students
FROM: Laura Saret, Ed.D.
SUBJECT: Welcome

Welcome to BUS 101! The purpose of this memorandum is to give you an overview of the course and tell you what I expect from you in this course and what you can expect from me. Before getting started with the class and WebCT please read the following instructions carefully.

Instructional Materials.

  - Purchasing the book: In order to reduce cost of the book to the students, we have ordered a custom edition. You should buy the version in the book store.
  - Purchasing the access code: The book comes with an access code for McGraw-Hill's Connect website. Do NOT lose the code. If you choose to share a book with someone or purchase the book from another source, you can still buy access to Connect. Go to [http://connect.mcgraw-hill.com/class/l_saret_online_spring_2011_1](http://connect.mcgraw-hill.com/class/l_saret_online_spring_2011_1). On the lower-left side of the page, you will see a black box. Click on the arrow in the box that says "How to Buy Access Online" for further instructions.

If you purchased your book with an access code (from the bookstore), do NOT buy access online. Instead, click on the arrow next to "How to Register with an Access Code" for more information. You can bypass the instructions by clicking on the red box that says "Register Now."

- We will be using a variety of materials from the World Wide Web that you can link to from the course site.

- Useful Web Addresses:
  - [http://www.oakton.edu/~lsaret](http://www.oakton.edu/~lsaret)
  - Instructor's page
  - This course uses D2L. Go to [http://online.oakton.edu](http://online.oakton.edu)

Technology requirements

The class is accessible from all the OCC campus computers. To access the website from outside you will need one of the following browsers:

<table>
<thead>
<tr>
<th>Windows 98/ME/2000/XP/Vista</th>
<th>Netscape 4.76 and 6.21</th>
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<tbody>
<tr>
<td>Internet Explorer 5.0 or higher, including 6.0 (Note: IE 5.5 SP1 is not supported)</td>
<td>AOL 7.0</td>
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<tr>
<td>I have also used Firefox without problem but you may not get graphics</td>
<td></td>
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</tbody>
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### Technology requirements:
The class is accessible from all the OCC campus computers. To access the website from outside you will need the following minimum specifications:

http://www.oakton.edu/academics/distance_online_learning/tech_resources/minimum_specs.php

### Important to do as soon as possible:
Visit http://www.oakton.edu/academics/distance_online_learning/what_needed/index.php for important information about being an online student including hardware specifications and additional online resources. On the class start date or as soon as possible after that you should Log into the course Website. You have 24/7 access to the website once the class begins.

When you register for classes at Oakton you receive access to our computer system and school resources at both the Des Plaines and Skokie Ray Hartstein campus. This also includes an email account with an assigned email address.

### To enter the class Website—YOU WILL NOT BE ABLE TO ACCESS THIS SITE UNTIL THE FIRST DAY OF CLASS!
To access BUS 101:
- Go to www.oakton.edu
- Click on "MyOakton" from Oakton’s home page, www.oakton.edu, and follow the login instructions. You will be asked to enter your User Name and Password.
  - Your User Name – is your first initial and the first 7 letters of your last name, and the last 4 numbers of your Oakton ID B number.
  - Your Password – is your birth date without dashes.
  - Example: Sally Johnson B1234567 User Name – sjohnson4567 Password 052684
- Then click on the "My courses" tab, then on the "My Courses" channel.
- You should see all your courses listed here.
- When you click on the course, you will be linked directly to the course homepage. Follow the instructions under “News.”

If you experience difficulty, please contact the Alternative Education office for assistance: alt-ed@oakton.edu, ph: 847-635-1971.

### Other information about the course
BUS 101 will introduce you to the study of business. Content includes issues and topics related to business and economics in the United States and globally; business careers; key components of a business plan; and the ethical, legal, and social responsibilities of business.

Learning is a student/teacher partnership. I will try to help you understand the course content.
by providing materials, activities and assignments to help you learn. At any time you should feel free to provide informal feedback about the learning environment, your understanding, and how the course can be changed to better assist you in your learning endeavors. Your job is to do the assigned work in a timely fashion, participate in all activities, do assignments and quizzes on time, ask questions about areas of confusion, and suggest ways that I can make your learning experience more beneficial for you.

To be successful in online courses, you should

BE ONLINE AND “ATTEND” CLASS REGULARLY. Try to logon and do work in the class every day. Three times a week is a minimum. I will be online everyday and once on weekends. I will email you if I cannot be online.

Always remember that technology and Internet connections can be problematic. You will not get extra time for assignments and quizzes because you are having connection problems. My recommendation is to do everything early. My home phone number is 847-433-5313. Write this down! If your Internet connection is having problems, you may want to call me, and you won’t want to have to be online to get my phone number.

BE PREPARED. I expect that you have the background to be successful in this course. You need to be able to read, write, and understand English at a college level.

If you are like most community college students, you have a very busy life. In addition to going to school, you may be working and/or have family obligations. Planning is the key to your success. If you wait until the last minute to complete a class assignment or quiz, you are more likely to have “life crises” arise that interfere with due dates. You will probably need to spend 15 hours a week online and additional time reading and do other work offline.

BE A GOOD PARTICIPANT! Participate in online discussions and be respectful and encouraging to all members of the class and to the instructor. This course is designed to provide a positive, supportive environment in which all students can feel comfortable.

Before you post any materials or any response to the discussion board and before you send an email or reply, you should carefully consider your words and/or your posting/reply. If you are bothered by your posting/reply then you should not press SEND. If you offend yourself then you will probably offend others.

You are a member of a class. Please remember that you are a member of the class, and, as such, you have the same goal as the other members of the class - learning. You must all work together and treat others how you would like to be treated.

Flaming will not be tolerated. Flaming is the posting of hostile, offensive, threatening, insulting, or disrespectful materials online or the sending of hostile, offensive, threatening, insulting, or disrespectful materials by email or instant messenger. You are expected to be respectful to all members of the class and to the instructor at all times. No offensive/ threatening/insulting/disrespectful data/information or topics are to be used for any assignments or discussion board postings. When you are assigned to create examples or to select data/information for an assignment or for a discussion board posting, you are expected to select topics that are not offensive, threatening, insulting, or disrespectful to any member of the class or to the instructor. Keep in mind that this is a course for a general audience and, as such, all material should be appropriate for a general audience. Therefore, you should keep in mind a rating (like for movie ratings, appropriate for general audience) for all materials that you use for assignments or discussions of course topics, post online or send to someone else. Any offensive, threatening, or disrespectful materials will be removed from the discussion board, and the grade for the any discussion of course topics, discussion posting and/or assignment for which offensive, threatening, insulting, or disrespectful materials were used will be recorded as a zero (0); the individual who posted or used the offensive, threatening, insulting, or disrespectful materials will be expected to apologize to the class and to the instructor.

Ask questions. Remember that the question you ask is likely to be one that your classmates also have. No one should be put down or criticized for asking questions (There is no such thing as a stupid question!) or for making mistakes. You are a member of this learning environment and, as such, you are expected to encourage and to help each other to learn. Since we are all in this together, let us work together to make this class an enjoyable experience for everyone, both student and instructor alike.

Some activities are group activities designed to help you learn course content as well as help you gain skills in communication and working in a team—skills valued highly in the workplace. Your participation and contribution
to these activities will help you and others in your group make the most of class time. Be respectful of each other’s time constraints. You all have different schedules. Some of you have full-time or part-time jobs, others may be taking many courses, and still others may do both of these in addition to having a family (having a family is a job by itself). Be careful not to wait until the last minute to do your part of team work since the quality (or poor quality) of your work will affect the grades of the others in your group or your partner.

BE RESPONSIBLE FOR YOUR OWN LEARNING!

- Keep me informed about what I need to know to help you be a better learner.
- Know when assignments and quizzes are due and do them on time.
- It is important that you read the book to prepare for quizzes, assignments, and discussions.
- Unless you tell me that you don’t understand or are confused, I may not know that you are having a problem until it is too late—that is after you do poorly on a quiz or assignment. Feel free to call me or stop by the office at any time. Office hours are when I am scheduled to be in the office. If that is not a convenient time for you, let me know. I would be happy to meet with you at a different time.

DO YOUR OWN WORK!

- This course is not merely about getting a good grade. The knowledge you gain in this course is critical to your success in future business classes and in the job market. You cannot learn the course content by having someone else do it for you. Many of you will want me to be a job reference. When an employer asks me if you have particular skills, I want to be able to confidently state that you do and that I know this because you have demonstrated those skills to me.
- Unless specified otherwise in class, I expect assignments and quizzes to be done individually. This means that you must NOT show your work to a classmate until both assignments or quizzes have been graded and returned. If you have questions about an assignment, ask me in class or stop by my office. I would be happy to help you.
- DO NOT copy any part of another person’s work or allow another student to copy your work. Any work that is not your own is academic dishonesty (cheating) on your part and for the person who helped you. I take the issue of academic integrity seriously and vigorously enforce Oakton’s Academic Integrity Policy. If you have any questions about what violates the policy in this class, ask me—please do not make assumptions.

I hope you enjoy the class and learning more about business. Very little of your success will depend on memorizing—instead you must do quizzes, readings, assignments, and activities to be sure you understand concepts. I am sure you will find this class valuable in your future endeavors. Do the best you can—you will never know when a “tidbit” that you learn this semester will help you in the workplace.

If you have any concerns about the course you may reach me by email in the course website or at lsaret@oakton.edu as soon as the semester begins. If you use lsaret@oakton.edu, be sure that your subject line contains your name and course number. For general questions please contact the Office of Alternative Education at 847-635-1971. I look forward to working with you and being your guide in what I expect to be a stimulating and rewarding learning adventure.