

**Student skills required for online (or Distance Education) courses:**

\_\_\_\_\_ Students must have access to a computer

It is best to have a computer and internet connection at home

\_\_\_\_\_ Students must be able to logon to and use the EMCC student email

\_\_\_\_\_ Students must be able to attach files to email and open files sent to them.

\_\_\_\_\_ Students must be able to connect to the internet and use a web browser to access the school site

\_\_\_\_\_ Students must be able to open files off the school site

\_\_\_\_\_ Students must expect to spend AT LEAST 6 hours per week online

\_\_\_\_\_ Student has accessed and understands the specific course requirements

Is a high speed connection required? Yes No

Does the course use Blackboard? Yes No

\_\_\_\_\_ If yes, and this is the first blackboard course taken by the student, the student must complete the Blackboard tutorial

Does the course use publisher specific software? Yes No

\_\_\_\_\_ If yes, the student has a copy of the software or knows where to get it.

\_\_\_\_\_ If yes, the software will run on the student's computer. Compare the system requirements for the software against the system configuration of the computer

Does the student need to email the instructor on or before the first day of class? **YES**

Students who do not email the instructor and logon to the course site as needed may fail the class and/or may be dropped from the class with a failing grade.

**Advice for students considering an online course.**

(from John Goldfine)

*\* An online course does not take less of your time than a live-class course. The time you save not going to class, you then spend by teaching yourself from written lecture material and through trial-and-error.*

*\* Taking a course online does not mean you can do the work whenever you want. Yes, you can do it at 3 in the morning; and, yes, you can do it wearing your pajamas or nothing at all. But, no, you can't let it slide for a week or two and expect the teacher won't notice or worry. That's a little too much 'whenever.'*

*\* Taking a course online is a lonely job. If you need other people to sit next to and chat with in order to get yourself motivated, an online course will be tough sledding.*

*\* Taking a course online means having to deal with the instructor...a lot. If you do best by sitting in the back of the room, keeping your head down, keeping your mouth shut, and never asking questions, you may find yourself hating life online. It's very interactive.*

*\* If you're planning on taking an online course and do not have easy internet access, you're living dangerously.*

*\* If your best method of learning is NOT by reading, you might not want an online course.*