



# MBA Program

## GUIDE TO ONLINE LEARNING

---

### What Can I Expect from my Online Course?

#### On-Campus Orientation

You will attend an orientation your first semester to:

- + Meet with faculty and students
- + Receive a password and username to access the course website
- + Learn to navigate the Blackboard course system

#### On Your Course Site

You will find the information and directions for completing the course requirements, such as:

- + A paragraph or two introducing your professor and the course requirements
- + A course syllabus listing the important assignments, deadlines, and grading policies
- + A listing of the required textbooks and a list of resources available through the Internet

#### Assignments

Your assignments may include short papers, Internet searches, case studies, quizzes, etc. Also, there is usually a research paper required.

- + You will check to see if the instructor has given any additional instructions or comments to your class. Usually this is done via e-mail.

#### Participation/Discussion

Class participation is very important. There are two ways class discussions are held:

- + Discussion Boards. Many times your instructor will present a discussion question and ask each student comment on a "discussion board" by a certain date. Your comment can be entered at any time day or night. Then, you check for a responses other students or your instructor have made to which you may want to respond.
- + Chats. Very rarely, your instructors will schedule a certain time for all students to participate in a discussion simultaneously. This kind of discussion mirrors a typical in-person discussion since students comment and respond to each other immediately.



# **MBA Program**

## **GUIDE TO ONLINE LEARNING**

---

### **Computer Requirements**

#### **Hardware**

- + Minimum Requirements — 64 MB RAM, CD-ROM with sound, Internet Connection.
- + Recommended Requirements — 128 MB RAM, DSL or Cable modem.

#### **Software**

- + Internet Explorer 6.0 or Firefox, Microsoft Office 97 or higher, Microsoft PowerPoint, Adobe Acrobat Reader, Current antivirus software.

#### **Skills**

- + Proficiency in word processing, Web browsing, and e-mail; you must have an active e-mail address.

#### **WJU Student Support Services**

- + WJU's Academic Resource Center Offers additional academic assistance online, through e-mail, and in person.
- + Technical Support is available through e-mail and a dedicated 800 number staffed by the Distance Learning Office.

#### **Questions about computer requirements**

Call our Distance Learning Technical Support at 800.873.7665