It's all about Communication!

I know you're taking this class because you want to learn something new, update your skills or better market yourself for that next job. For most of you it will be all three of these goals. That's great!

The goal of my online classes is to make them as similar to the in-class experience as possible. I will provide the information and assignments for you to learn the skills, just like I do in the classroom. The challenge will be to establish and maintain great communications. I can't go around the lab and see how everyone is doing or catch problems as they arise, so we have to work a little harder in the online environment to stay connected. Here's how we'll do just that:

1. **E-mail** -You're welcome to e-mail me at anytime! I will typically respond within a few hours but no more than 24rs. This is best for personal one-on-one communcation.

2. **D2L Discussion Board**-We will have several discussion topics, some are general questions for all to participate in and some very specific. Post a question or respond to one of the discussion topics. Everyone is welcome to join-in. If you see a question that you can help with..I encourage you to "go for it"!

3. **Chat**-I will post hours when I will be online to chat in real-time. This is generally before a major assignment due date but I hope to have a set times each week to be available.

4. **Call Me**-If it's urgent you are welcome to give me a call at the number listed in D2L "About Your Instructor". I do not have an office on-campus for face to face meetings, but if the need arises ,we can make arrangements.

Accessibility: To the maximum extent possible, I strive to make our class content fully accessible to all learners. Captioning is provided for audio/video content and web images have descriptions for aural readers. If you have any question about the accessibility of content or can suggest any improvements, please let me know.