WARNING!

Every semester students enroll in online courses with some unrealistic expectations. I want to address two of these as you decide whether or not to enroll in this course.

1. Online courses are easier than regular courses.

You should expect to be dedicating the same amount of time (or more) to online courses as you do to traditional face-to-face courses. For this course you should expect to be engaged 9+ hours a week*. This is a basic breakdown of how you should be spending those hours.

3 hours per week on reading/watching resource materials (similar to lecture)
These assignments are designed to introduce you to the topics and skills presented each week. You should read/watch all of the Resources for Understanding and complete the textbook tutorial assignment. These assignments provide you with step-by-step instructions on how to perform each skill, so although they are important to your foundation learning they are worth the least amount of points.

3 hours per week completing the textbook Case Problem
(similar to traditional homework)
These assignments are designed to evaluate your knowledge of the skill, and demonstrate your ability. You will be provided with an outline of tasks to complete, but you will have to demonstrate that you learned those skills from the resource materials. Because these assignments require you to demonstrate additional skill, they are worth more points than the tutorial exercises.

3 hours per week completing the Activity/Discussion blog
(similar to in class activities/discussions)
These assignments are designed to encourage critical thinking, and expand your knowledge of Access beyond completing textbook assignments. These assignments will from time to time require you to learn additional technology and create projects related to the topics and skills you learned from the textbook. Because these projects require additional skills beyond Access they are worth the largest amount of points each week.

Plus or Minus hours
As with any course, depending on the information provided each week you may need to dedicate more or less time to understanding and completing the required work. This will depend on a variety of personal characteristics, so it will be up to you to dedicate the time required to be successful.
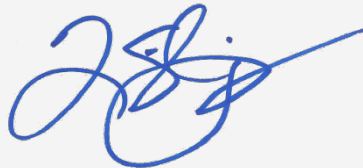
This estimation of time is based on the [Carnegie Unit](#) which states that for every credit students should be spending 1 hour per week in lecture and 2 hours per week on outside research/assignments.

2. It's just an Office Application course.

Yes, the title of this course is Using Access – but, that doesn't mean it's *JUST* an Access course. The course requires students to interact with various websites (sometimes this will require learning additional technology beyond Access), and each other on a regular basis. I have worked really hard to design fun projects that will take your understanding of Access beyond the textbook. Prior students have said that they were initially very resistant to these assignments, thinking "this is just an Access course, why are we learning these other things." But, at the end of the course they overwhelmingly supported the use of these additional technologies stating that "they really did make me think of Access in a different light and expanded my knowledge and understanding of Access." **So, please keep an open mind!** If you aren't especially technologically inclined, that's OK – instructions will be provided on how to create an account and complete the project by me or the websites you will be using. However, this is an online course, so it is expected that you have a certain level of comfort navigating the internet and accessing websites. None of the websites you will be using are harmful to your computer, but they may require you to download plug-ins, local controls or cookies. You will also be expected to share personal stories and or feeling related to topics we are discussing.

I want everyone who continues on in the course to be successful – this will require you to be dedicated to your learning and invest the time and energy to earn a good grade. If you are not interested in dedicating 9+ hours a week, learning new technology beyond Access, or sharing personal information - please DO NOT ENROLL in the course. I won't judge you or be offended, and there is a long wait-list of students who are eager to participate in this course. If you do decide to enroll, please approach each week with an excitement to learn something new and a desire to dedicate whatever is needed to complete the requirements. If you do that, I promise I will work just as hard as you to make the course as enjoyable as possible, and that you will leave here with an excellent understanding of the Access program and some additional skills that are very marketable in today's competitive job market.

Thank you for your careful consideration of whether or not to enroll.

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