

MTC – 100% On-Line Course Specifications

Effective: Fall 2011

Marion Technical College 100% Online Course Specifications

Course Number	Course Name	Quizzes on-line?	Midterm and Finals on-line? Do students <u>ever</u> have to come to campus?	Any other helpful information (e.g. assessment tools)
ACC1500A	Microcomputer Applications in Accounting	Yes	All assessments may be completed online.	Discussion board assignments Chapter case assignments Chapter quizzes
ACC2600A	Payroll Accounting		All assessments may be completed online.	Discussion board assignments Chapter concept checks Chapter quizzes Excel assignments Payroll Project Payroll research paper
BUS1010A	Business English Skills	Yes	Biweekly required synchronous v-meeting using Elluminate. Students do not need to come to campus. All tests submitted online.	Using current Office version is expected. Students are required to check MTC email a minimum of at least two times each week. Weekly agendas available for the entire term. Weekly submissions due Monday by 11 p.m. through Blackboard. Students expected to have a backup plan if personal computer/Internet malfunctions.
BUS1100A	Business Mathematics		Final Exam must be taken in a proctored setting; all other assessments are online	Discussion board assignments on Blackboard Chapter concept checks Weekly assignments Chapter quizzes on blackboard 2 online exams Final exam on campus - 40% of grade
BUS2100A	Ethics	yes	All assessments may be completed online.	Chapter worksheets Weekly discussion threads One "research" paper dealing with a business
BUS2150A	Legal Environment of Business	Yes	Students do not need to come on campus for this class. All assessments may be completed online.	Chapter worksheets Weekly discussion threads Between one and three "research" papers dealing with an assigned legal topic.

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BUS2890A	Co-Op Preparation	YES	Students need to come on campus for at least three face-to-face interviews: First night of class; 60-second commercial, and application packet interview.	Follow BlackBoard assignments and discussion board.
CIT1050A	Computer Crime for Law Enforcement	Yes	All assessments may be completed online. If a student misses taking the mid-term or final, they must come to campus to take a makeup exam.	
ENG 1090A	English Composition I	Yes	All assignments, including the midterm and final, are online. Students are required to pick up graded assignments from instructor at least twice during the quarter. For students in on-line programs, other arrangements will be made.	
ENG 1100A	English Composition II	Yes	Assignments, including tests, are submitted through Blackboard with the exception of a library assignment that is submitted directly to the librarian. The student can fax, mail or drop off this assignment. All assignments are the same as the traditional class.	
ENG 1140A	Business Communication	Yes	All assignments, including the midterm and final, are online. Students are required to pick up graded assignments from instructor at least twice during the quarter. For students in on-line programs, other arrangements will be made.	

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ENG1160	Oral Communications	Yes	Students are required to deliver speeches. The class is very similar to the traditional class, but there are a couple of additional assignments including viewing and reporting on speeches and submitting a self-evaluation form after each speech. Exams are taken online on Blackboard.	There are two options available for speech delivery. Option 1: Students come to campus and deliver speeches at times designated by the instructor. Two or three delivery times are available for each speech. Option 2: Students record speeches on a DVD or VHS. Students are required to speak in front of an audience of at least 7 adults. The audience must be shown during the recording.
ECN 2000A	Microeconomics	Yes	Midterms and Finals are online. Students do not have to ever come to campus.	
FIN2100A	Corporate Financial Management		All assessments may be completed online.	Discussion board assignments Weekly assignments using Connect Chapter quizzes using Connect Exams completed through Blackboard
HUM1200A	Critical Thinking and Problem Solving	Yes	Online tests – Yes Ever on-campus – No (unless they need to do a make-up exam and then they take it in the Student Resource Center.	1) Weekly assignments submitted online 2) Required participation in Weekly Discussion Board Forums 3) Strict submission deadlines – no late work accepted.
HIT1200	Health Records I	yes	no	Weekly graded Discussion Board Forums; Weekly assignments submitted online; all quizzes/tests are online – quizzes are mastery quizzes; many exams consist of essay questions; course project; Student Blog
HIT1300	ICD-9-CM Coding	Yes	No; although optional review sessions are held on campus	Weekly graded Discussion Board Forums; Weekly assignments submitted online; all quizzes/tests are online – quizzes are mastery quizzes; many exams consist of essay questions; course project; optional Elluminate Live sessions weekly/bi-weekly; Student Blog

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HIT1400	CPT-4 Coding	Yes	No; although optional review sessions are held on campus	Weekly graded Discussion Board Forums; Weekly assignments submitted online; all quizzes/tests are online – quizzes are mastery quizzes; many exams consist of essay questions; course project; optional Elluminate Live sessions weekly/bi-weekly; Student Blog
HIT1500	Advanced Clinical Classification Systems	yes	no	Weekly graded Discussion Board Forums; Weekly assignments submitted online; all quizzes/tests are online – quizzes are mastery quizzes; many exams consist of essay questions; course project; optional Elluminate Live sessions provided; Student Blog
HIT2100	Health Records II	yes	no	Weekly graded Discussion Board Forums; Weekly assignments submitted online; all quizzes/tests are online – quizzes are mastery quizzes; many exams consist of essay questions; course project; optional Elluminate Live sessions offered
HIT2000	HIT Legal Issues	yes	no	Weekly graded Discussion Board Forums; Weekly assignments submitted online; all quizzes/tests are online – quizzes are mastery quizzes; many exams consist of essay questions; course project; optional Elluminate Live sessions offered
HIT2200	Healthcare Statistics	yes	no	Weekly graded Discussion Board Forums; Weekly assignments submitted online; all quizzes/tests are online – quizzes are mastery quizzes; many exams consist of essay questions; course project; optional Elluminate Live sessions offered
HIT2300	Health Info Tech Systems	yes	no	Weekly graded Discussion Board Forums; Weekly assignments submitted online; all quizzes/tests are online – quizzes are mastery quizzes; many exams consist of essay questions; course project; optional Elluminate Live sessions offered

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HIT2400	HIT Quality Assessment	yes	no	Weekly graded Discussion Board Forums; Weekly assignments submitted online; all quizzes/tests are online – quizzes are mastery quizzes; many exams consist of essay questions; course project; optional Elluminate Live sessions offered;
MGT1400A	Introduction to Management	Yes	Students take a comprehensive final exam the last week of the quarter in the MTC Student Resource Center. Face to face meetings are offered the first week so the professor may demonstrate course expectations	Weekly assignments Weekly Discussion Board Weekly chapter quizzes Stick to due dates; give feedback weekly; grade in a timely manner
MGT1430A	Customer Relationship Management	Yes	All assessments may be completed online. Professor offers a F2F information session at the start of the quarter.	Weekly assignments Weekly discussions Weekly chapter quizzes Final project: evaluation of customer service experience Stick to due dates; give feedback weekly; grade in a timely manner
MGT2010A	International Business	Yes	All assessments may be completed online. Professor offers a F2F information session at the start of the quarter.	Weekly assignments Weekly discussions Weekly chapter quizzes Final project: International investment opportunity on an assigned country
MGT2410A	Organizational Behavior	Yes	All assessments may be completed online. Professor offers a F2F information session at the start of the quarter.	Weekly assignments Weekly discussions Weekly chapter quizzes 3 major case studies in addition to weekly assignments. Usually a running case in the book. Problem solving cases are used as well.

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MGT2500A	Entrepreneurship and Small Business	No	No midterms or final exams. There is no text book, so all materials are online or students are required to research. Students are required to come to campus twice—once at the beginning of the term and once in week 8.	Weekly deliverables toward the final business plan Weekly research Weekly discussions (didn't do for the pilot with only 2 students!) Final project is a completed business plan using a grading rubric.
MTH1010A	Business Algebra	Yes	Proctored Final Exam at MTC	Course uses MyMathLab online learning environment. MML includes online textbook, video lectures, "Help me solve this" interactive problem solving help, "Ask my instructor" e-mail link that send screen shot of student's problem, and help line where students can chat with a tutor.
MTH1015A	Basic Algebra	Yes	Proctored Final Exam at MTC	Same as above
MTH1110A	Beginning Algebra	Yes	Proctored Midterm and Final Exam at MTC	Same as above
MTH1120A	Intermediate Algebra	Yes	Proctored Midterm and Final Exam at MTC	Same as above
OIS1240A	Computer Applications I		Proctored on-campus final exam.	Using current Office version is expected. Students are required to check MTC email a minimum of at least two times each week. Weekly agendas available for the entire term. Weekly submissions due Monday by 11 p.m. through Blackboard or publisher assessment tool. Students expected to have a backup plan if personal computer/ Internet malfunctions.
OIS1250A	Computer Applications II		Proctored on-campus final exam.	Using current Office version is expected. Students are required to check MTC email a minimum of at least two times each week. Weekly agendas available for the entire term. Weekly submissions due Monday by 11 p.m. through Blackboard or publisher assessment tool. Students expected to have a backup plan if personal computer/ Internet malfunctions.

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OIS1260A	PowerPoint		Required midterm presentations are completed synchronously on Saturday (about week 5) using Elluminate, which student will need headset/speakers and a microphone. Group presentations and final individual presentations are created for asynchronously using narration and other PowerPoint features. For both midterm and individual final presentation students will evaluate two classmate's presentations. Students do not need to come to campus.	Using current Office version is expected. Students are required to check MTC email a minimum of at least two times each week. Weekly agendas available for the entire term. Weekly submissions due Monday by 11 p.m. through Blackboard or publisher assessment tool. Students expected to have a backup plan if personal computer/ Internet malfunctions.
OIS1320A	Word Advanced		Portfolio submission and interview scheduled on campus with instructor.	Using current Office version is expected. Students are required to check MTC email a minimum of at least two times each week. Weekly agendas available for the entire term. Weekly submissions due Monday by 11 p.m. through Blackboard. Students expected to have a backup plan if personal computer/Internet malfunctions.
OIS1340A	Excel Advanced		All assessments may be completed online.	Using current Office version is expected. Students are required to check MTC email a minimum of at least two times each week. Weekly agendas available for the entire term. Weekly submissions due Monday by 11 p.m. through Blackboard or publisher assessment tool. Students expected to have a backup plan if personal computer/ Internet malfunctions.
OIS2050A	Records & Data Management	Yes	All assessments may be completed online. Biweekly required synchronous v-meeting using Elluminate.	Using current Office version is expected. Students are required to check MTC email a minimum of at least two times each week. Weekly agendas available for the entire term. Weekly submissions due Monday by 11 p.m. through Blackboard. Students expected to have a backup plan if personal computer/Internet malfunctions.

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PSY1120A	General Psychology	12 on-line quizzes	3 online tests over 3 separate units. Completely online except make-up tests must be completed in the Student Resource Center.	1) Online assignments 2) Quizzes over each chapter online 3) 3 online tests with 75 minute time constraint 4) Discussion Board Forums
SCI1060A	Basic Anatomy & Physiology Online	Yes	<u>Everything</u> is online. All tests/exams. <i>Students come to campus only if they win at "organ of the week" and they want to come pick up the prize.</i>	Students turn in weekly assignments to be graded. The assignments include review questions, case study, CD activities, study guide activities, study guide quiz, and learning link (internet research). There is also weekly chapter quizzes. One midterm & one final exam.
SOC1220A	Sociology	Yes, one per chapter. 25 questions each. 2 attempts allowed and average score recorded	No.	Students must be able to use discussion board and submit assignments online. Assignments must be submitted in a readable format. Students need to consistently check MTC email.

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