

Welcome Letter



Welcome to "Introduction to Telecommunication". **TCM 131** is 100% online. That means you will attend classes via the Internet. You will communicate with the instructor via email, telephone and discussion board. It is not necessary to visit HFCC's campus to complete this course. You may schedule on-campus office visits with the instructor if there is a need, however this is not required.

What you need for an online course

An online course requires a certain level of commitment and self-discipline from you, the learner. **To succeed you must participate in the course on a regular basis.** Put time aside each week, just as you would if you were attending classes on campus, to attend your online course and complete the necessary work. It is very difficult to do well if you get behind.

If you're not sure you're ready for the commitment of an online course take the self-test on the HFCC Ucompass login page, <http://henryford.ucompass.com>. Click "**Is Online Learning for You?**" to learn if your learning style and self-discipline is suited for online learning.

There are certain technical requirements for success in this course. You are responsible for the necessary hardware and software, as well as the ability to competently use both. You must have access to a computer. You must be able to access the Internet. To ensure that your computer is ready for online learning click "**Computer Requirements**" on the Ucompass login page, <http://henryford.ucompass.com>. This exercise will evaluate your computer to make sure the necessary software applications are available to access the course content. If you do not have the correct version of an application there is a link to a free upgrade page.

Should you need **Technical Support** with your Ucompass course click the Tech Support link on the Ucompass login in page. Call the support numbers listed or submit your issue and you will receive a response

How your online course works

Each week you will receive a new packet in the Course Materials section. This packet will contain the assignments for that week. Each assignment consists of 1) reading from your text, 2) electronic worksheets to be completed and emailed to the instructor, and 3) discussion board postings based on the readings. In addition each packet will include a list of important terms from your reading and some optional exercises to help you learn and remember the content. These include electronic flash cards and practice quizzes. You may also find supplemental study materials from the accompanying online support website provided through the text (not mandatory).

It is your responsibility to keep up with the readings and the course work in a timely manner, just as if you were on campus.

Your grade will be determined by your worksheets, discussion board postings, and class participation as well as the Midterm Exam in Week 7 and the Final Exam in Week 16.

Communication is key

You will get from the class exactly what you put into it. Contact the instructor at any time with any questions or concerns you have. Communication is absolutely essential in an online course. **Call, email, post...just communicate!** The only stupid question is the one that you don't ask! So ask questions any time you have them!

Let's get started!

In the navigation bar on your left are links to the other items in the packet; another copy of the course syllabus, a course schedule with due dates for all assignments, a student tech tools reference guide and your first assignment. Click in the various links. Become familiar with the format-you'll see it every week.

Now it's time for the first assignment. This will acquaint you with the Ucompass interface and the location of the various course areas and elements. **Click the First Assignment link in this packet** to begin.