INTRO TO BUSINESS 005

SOLANO COMMUNITY COLLEGE

CORRESPONDENCE EDUCATION ADDENDUM

Prepared by: Rhuenette Alums

Course ID: Bus 005

Course Title: Introduction to Business

Effective Date: Spring 2021

Modality: Correspondence

1. **Methods of Instruction (check all that apply)**
   - Viewing and Listening to Videos
   - Listening to Audio Materials
   - Facilitated Discussions Written ✔
   - Reading Course Materials ✔
   - Other – Describe ✔

   Students are encouraged to work individually on various reading and writing assignments for the purpose of shared team discussions and planning ideas regarding a proposed business opportunity per each team. An example would be to share thinking regarding how a team would plan and execute a new business opportunity with consideration for various aspects of today's new business entrepreneur. In a group of five (5) each student may take a turn facilitating a planning discussion. Other team members would take on the roles of planning, leading, organizing, and controlling. There is no right or wrong answer for this project. Student's would be assessed by their peers and feedback shared with the instructor. Discussion and facilitation serve as methods to strengthen a student's planning skills, intellectual confidence, and ultimate resolve.

2. **Describe how the methods selected will be presented in an accessible way (Title 5 §55206). For information about accessibility standards in online classes, see the OEI Rubric, Section D: ****

   The instruction methods described above with check marks would require students with visual and hearing impairments to use accessibility tools such as books with braille, audio recorders and or human guides to read material, take notes, and or prepare questions or curate books in braille in order to facilitate discussion.

3 . Regular and Effective Contact Methods and Examples.

Select the methods below that ensure regular effective contact (REC) will take place among students and among students and faculty (Title 5 §55204) by being initiated by the instructor, regular and frequent, and meaningful or of an academic nature.

Click the drop down for method descriptions.

Announcements - Among students and faculty: Instructor will create appropriate announcements and build an announcement schedule into the syllabus for regular and consistent spoken review during each class hour for F2F and visually impaired communication. Instructor may also use a taped video recording of announcements following a consistent schedule posted within the syllabus for hearing impaired.

Assignment Feedback – Among students and faculty: For large F2F classes, feedback can be addressed during scheduled sessions at the beginning or end of class. Individual sessions can be accommodated via written feedback (correspondence) or verbally supporting visually impaired students.

Correspondence: Correspondence classes will have access to written announcements and assignments included in their packages each week and on an emergency basis communication will include the Education Coordinators and senior staff at the prison facilities.

Third-Party Tools - Both: Same practices apply as outlined for F2F, and Accessibility sensitive as outlined above.

4. **Other Methods of REC among students and among students and faculty. Please describe and provide example(s).**

Accessibility sensitive students: Assignments, announcements, video, and audio recordings can be used for lecture support, depending upon the nature of the student's sensitivity. As an example, videos with captions can be used for the hearing impaired.

Correspondence students: All assignments, announcements, and non-accessibility sensitive students can access all written media less electronic media (depending upon regulations guiding use at CDCR's facilities).

5. **Should face-to-face return, for hybrid or telecasts courses, describe what parts of the course are done face-to-face and what parts are done by correspondence.**
   - Face-to-face students/hybrid or telecasts courses will have access to pre-approved news magazines, supplemental books, CDs, and videos (as approved by CDCR), and recorded speeches as source materials for research.
   - All students will have access to the lectures provided by special guests and visitors providing the content is in accord with all the regulations and rules that support CEP facilities and their housing tenants.