



ONLINE COURSE INFORMATION

Winter 2010 Semester

COURSE: BSMTH 101 L1

INSTRUCTOR: Dr. Patrick J. Nedry

Business Math

EMAIL: pnedry@monroeccc.edu

There are many benefits of online courses at MCCC:

- Less restrictive scheduling
- Convenience
- Intensive self-study
- Course materials are accessible 24 hours a day 7 days a week

Some students struggle in an online format. Other students excel. Students who excel in an online format are:

- Highly self-motivated
- Have strong computer skills
- Possess good time management skills
- Know how to study independently
- Possess good communication skills

Online classes at MCCC are NOT self-paced. Instruction is delivered in an entirely web-based format. Students must complete exams, assignments, etc. by specified due dates. Some exams and assignments may be required to be completed at an authorized location as established by the instructor.

When taking an online class students are responsible for:

- A reliable computer with Internet access and Microsoft Word; course specific software will be described below
- Knowing how to email attachments
- Maintaining their own computer and Internet connection; technical issues are NOT acceptable excuses for not keeping up with due dates

It is also the student's responsibility to log into Blackboard on a regular basis. It is essential to log into Blackboard regularly to keep up with communication and assignments.

Blackboard

Online courses use Blackboard course management system as the means of communication between the students and the instructor.

It is the student's responsibility to be able to log into Blackboard and maintain his or her computer setup to work properly with Blackboard.

The Blackboard Login can be found on the College's webpage, www.monroeccc.edu. Information on student usernames and passwords can be found on the Student Support tab on the Blackboard site.

Blackboard courses are made available to students on the day the course begins. Please see the Start Date below.

MCCC Student Email

ALL students are required to use their MCCC sponsored student email address. Information on the MCCC student email can be found on the Student Support tab on the Blackboard site.

NEED HELP?

For assistance **logging** into **Blackboard** and **Student Email**: 734.384.4234

Other Blackboard related questions:
734.384.4328

More information on following page . . .

COURSE DESCRIPTION	<p>This course covers practical application of addition, subtraction, multiplication, division, decimals, fractions, percentages, discounts, simple interest, compound interest, present value, discounting notes, interest on installment loans and amortized mortgage loans to the problems of everyday business and accounting.</p> <p>The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.</p>
COURSE BEGINS	Friday, January 15, 2010
COURSE ENDS	Saturday, May 8, 2010
PREREQUISITE	None
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process.
PROCTORED EXAMS OR ASSIGNMENTS	None
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	<p>Some online classes require students to take exams at authorized, proctored locations. Test proctoring centers are authorized testing locations where a staff person administers a test or assignment. If students are not able to arrange transportation to MCCC's main campus for testing, a proctored test site must be arranged. Students near the MCCC campus can take the test in the Regional Computer Technology Center (RCTC). Additional information on the RCTC can be found at http://www.monroeccc.edu/rctc/index.htm. It is the student's responsibility to make arrangements for proctoring with his or her instructor. Students should also be aware that some testing sites have service fees, which are the responsibility of the student.</p>
COURSE MATERIALS AND TEXTBOOK INFORMATION	<p>Course materials and textbook information can be found on the MCCC Bookstore's webpage, http://www.monroeccc.edu/bookstore/. Textbook information is posted approximately one month prior to the beginning of the semester. IMPORTANT: Make sure when identifying which course you are enrolled in, you get the materials for the ONLINE version of the course. Online course materials are not necessarily the same materials required for the face-to-face class.</p> <p>Please contact the MCCC Bookstore for additional information, 734.384.4140.</p>
COURSE EXPECTATIONS	<p>Some keyboarding proficiency is necessary. "Two finger" keyboarding will present a significant limitation to the student. Familiarity with the Windows Vista or Windows XP operating system, web browsers, and email software (including how to attach multiple files), are necessary 'pre-skills' for this online course.</p>

More information on following page . . .

COURSE
EXPECTATIONS,
CONTINUED . . .

There is a high volume of homework associated with this course, with up to three assignments per week. Learning activities will include textbook and online readings, slide presentations, web resources, web-based activities including threaded discussions, assignments that will be submitted online, online assessments, and online examinations. The Blackboard course management system and email will be the primary tools for communication.

Most assignments and documents will become available when the course opens and must be submitted by 11:55 p.m. on given date, usually—but not always—Sunday. These dates are detailed in the course schedule that will be available in the Syllabus & Schedule section of Blackboard.

Online exams will be given. Dates for the exams will be posted in the Syllabus & Schedule and Course Documents section of Blackboard. Typically, students will be able to take the exams after completing the associated chapter assignments. The exam will then “open” or become available with an approximate 72-hour to 120-hour period of availability. The exams will be timed with the submission time ending at 11:55 p.m.

There will be **no make-up exams** except in the case of a documented medical emergency and the Instructor’s permission. You will get two “attempts” for each exam in event you encounter technology related issues. The second attempt is provided primarily for technology issues—not necessarily to improve your score!

There will be deadlines for projects and/or assignments **to be submitted in the Assignments area of Blackboard; or in some cases (late assignment submissions), the Digital Dropbox; or email to the Instructor at pnedry@monroeccc.edu can be used with prior approval.** With few limitations, you will be permitted to work ahead; late work will be accepted, but the value will be reduced by up to 50%. Chapter homework submitted after an examination over the material will not be accepted.

When you submit your assignments, you must add the following statement:

On my honor, I have neither given nor received inappropriate aid in the preparation and submission of this assignment.

In addition to the course site on Blackboard, you will be using a publisher’s companion website. There will be other course resources on the Internet that will need to be accessed during the semester course.

More information on following page . . .

<p>BLACKBOARD SYSTEM REQUIREMENTS</p>	<p><u>Browser Requirements:</u></p> <ul style="list-style-type: none"> • Internet Explorer 8, or Mozilla Firefox 2.0 or higher; or Safari 2.0 or higher • AOL not recommended. If using AOL, please minimize the window and open your web browser in a new window • JavaScript must be enabled • Cookies must be enabled • Java must be enabled <p><u>Software Requirements:</u></p> <ul style="list-style-type: none"> • Microsoft Word 2000 or higher is required • Microsoft Office Suite is recommended • Adobe Reader 7.0 or higher <p><u>Other System Requirements:</u></p> <ul style="list-style-type: none"> • High speed or broadband internet connection recommended; 56K connection is required • Video and sound cards are recommended • CD-ROM drive (minimum 16x speed is suggested)
<p>COURSE SPECIFIC SOFTWARE</p>	<p>Students must have access to a computer with authorized copies of Word 2000, or later, and Excel 2000, or later, installed—for the entire semester.</p> <p>If you are using Office 2007 you can submit files in the .docx, xlsx, and pptx formats; you will likely get a .doc, xls, and .ppt file in return. See the Distance Learning website, http://www.monroecc.edu/distancelearning for more information on how to change documents from 2007 to 97-2003.</p>
<p>WHERE DO STUDENTS START</p>	<p>The course will become “available” on the first day of the semester. You need to access it early to get off to a successful beginning in the course. There will be assignments due right after the semester commences.</p> <p>It is the student’s responsibility to learn how to navigate the Blackboard course site. There are online orientation materials for Blackboard on the MCCC website.</p> <p>All students who have officially enrolled will have full access to all areas of the Blackboard course site no later than Friday, January 15, 2010. When you access the course you will see a tab labeled “START HERE.”</p>
<p>OTHER INFORMATION</p>	<p>If you have any questions, email your instructor, Dr. Patrick J. Nedry, at: pnedry@monroecc.edu.</p>
<p>[UPDATED 12.4.09]</p>	