ONLINE COURSE INFORMATION
Fall 2021 Semester

COURSE: BMGT 160 L3	INSTRUCTOR: P. Nedry
Managing in the Digital Enterprise	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 while 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 his or her own computer and Internet connection; technical issues are NOT acceptable excuses for not keeping up with due dates
- Having access to a printer if needed for personal use of online materials

It is the student's responsibility to log into Brightspace multiple times each week to keep up with communication, assignments and other coursework.

Brightspace

Online courses use Brightspace 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 Brightspace and maintain his or her computer setup to work properly with Brightspace.

The Brightspace Login can be found on the College's webpage, www.monroeccc.edu. **Brightspace courses are made available to students on the day the course begins**. Please see the Start Date below.

MCCC Student Email
It is essential that online students use their MCCC student email account. This will be the primary means of email communication between you and your instructor. For more information about activating your MCCC student email account, visit the college's webpage at www.monroeccc.edu.

NEED HELP?

BRIGHTSPACE HELP DESK: 734.384.4328 or elearning@monroeccc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	This course provides students with the skills and knowledge to work in and understand the challenges managers face in an increasingly digital world. The course includes an introduction to managing activities in the digital enterprise, including how the work of managers has changed as more employees and customers migrate to online. The hands-on portion of the course will include suite software, e-commerce, digital communications, including mobile devices, the Internet, email, and other networked resources used to turn data into commercial information. Keyboarding skills will be beneficial. The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.
COURSE BEGINS	Wednesday, August 25, 2021
COURSE ENDS	Monday, December 13, 2021
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process. If you are a first-time online student at MCCC you must complete an online orientation course (ONL-001). You will be automatically enrolled into the online orientation course, which will provide you with critical information on the technical, study, reading and writing skills necessary to be a successful online student. This course will be listed in your MyCourses module in Brightspace and there will be 4 modules to complete. Please note that all four modules will NOT be visible when you first login, but will become visible once you complete the requirements for each module. Please complete **FL2021-ONL-001-L1 by August 21, 2021**. Failure to complete the online orientation by the above date may result in de-registration from your Fall 2021 online course.
PROCTORED EXAMS OR ASSIGNMENTS	None, all coursework is completed online.
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	**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 Testing Center. Additional information on the Testing Center can be found at https://www.monroeccc.edu/testing. 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.

COURSE MATERIALS AND TEXTBOOK INFORMATION	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: Please ensure you are validating the entire course name and number when searching for and selecting books to purchase on the Bookstore website. Required texts for classes can vary depending on instructors or if the classes are being held online. Please contact the MCCC Bookstore for additional information, 734.384.4140.
COURSE EXPECTATIONS	This course uses Microsoft's Office 365/2019 software, including ACCESS. You need to have it on the computer you will be using or have access to it. Your MCCC email address allows you to access the complete Microsoft Office 2019 package of software if you do not already have it. Some keyboarding proficiency is necessary. "Two finger" keyboarding will present a significant limitation to the student. Familiarity with the Windows 7, Windows 8, or Windows 10 operating systems, web browsers, and email software (including how to attach multiple files), are necessary 'pre-skills' for this online course. The websites used are configured to function with Apple systems as well. Microsoft Office products for Mac's are not always of the same version as those available for PC's and present some challenges for completing Office 2019/Office 365 assignments. **There is no ACCESS (databases) software for Mac's.** There is a high volume of homework associated with this course, with multiple 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 Brightspace course management system, MCCC email, and publishers' websites like McGraw-Hill's *Connect* and McGraw-Hill's *SIMnet* will be the primary tools for homework and examinations. Most assignments and documents will become available when the course opens and must be submitted by 11:59 p.m. on a given date, usually—but not always—on Sunday evening. These dates are detailed in the course schedule that will be available in the Syllabus & Schedule section of Brightspace. Online exams will be given. Dates for the exams will be posted in the Syllabus & Schedule and Course Documents section of Brightspace. Typically, students will be able to take the exams after completing the associated chapter assignments. The exams will be timed with the submission time ending at 11:59 p.m. on the due date. There will be **no make-up exams** except in the case of a documented medical emergency and the Instructor's permission. You will get three "attempts" for each exam in the event that you encounter technology related issues or want to improve your score. Your highest score will be used in grade calculations. There will be deadlines for projects and/or assignments **to be submitted in the Assignments (Content and Activities) area of Brightspace,**

McGraw-Hill's Connect, or McGraw-Hill's SIMnet. All assignments are open and available as the course opens. There are no extension options. With few limitations, you will be permitted to work ahead.

In addition to the course site on Brightspace, you will be using publishers' companion websites where much of your work will be completed. There will be other course resources on the Internet that you will need to access during the semester.

Browser Requirements:

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

For the most current Brightspace operating system and browser requirements, please go to
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser
and access the Desktop support section.

BRIGHTSPACE SYSTEM REQUIREMENTS

Software Requirements

Download/access web-based Microsoft Office applications:
1. Go to www.monroeccc.edu and click CURRENT STUDENTS
2. Next click on EMAIL from the list of links on the left, it will open another window
3. Click EMAIL LOGIN, then log in with your entire MCCC email address (e.g., tperson23456@my.monroeccc.edu) and your email password, which initially is your seven-digit student ID#.
4. Click on the **9-dot square** in the upper left corner next to the word "Outlook", some Office Suite icons appear
5. Click on the **Office 365 with an arrow** link, more Office Suite icons appear
6. Finally, click on the **Install Office link** and follow the instructions
   NOTE there are links in the instructions if you have difficulties installing the software. Please use those links to resolve any possible installation issues.

FYI - You will not be able to download Microsoft Office until the first day of the semester.

	Other System Recommendations • Broadband internet connection • Webcam
COMPUTER REQUIREMENTS	PC or Mac computer systems with Windows 10 <u>(or Mac equivalent OS)</u> is required. **Chromebook Use Limitations:** Chromebooks cannot be used for courses requiring Microsoft Office applications (e.g., CIS 130, CIS 109, etc.). Additionally, Chromebooks may not work with when taking quizzes requiring *Respondus Lockdown browser in Brightspace*. **Mac Computer Use Limitations**: The Microsoft Access application does not work on a Mac.
COURSE SPECIFIC SOFTWARE	Students must have access to a computer with authorized copies of the Microsoft Office 2019 Suite of programs or Office 365: WORD, EXCEL, ACCESS, and POWERPOINT. NOTE: Most student versions of Office DO NOT come with ACCESS. While there are attractive options for you to acquire the entire suite because of your student status, if you are able to use MCCC's labs or other labs, please do so to avoid purchasing only ACCESS—if you are unlikely to use it in the future. The materials for the course are available to you by using your MCCC email address to download them at no cost to you! **A Mac NOTE: There is currently no version of ACCESS that works on a Mac and some of the commands for EXCEL are different for a Mac.** Details will be provided early in the course on downloading. You will benefit from an Internet connection that can support downloading and playing of videos and uploading and downloading of large files. NOTE: Office 365 works with Windows 7, 8, or Windows 10. Office 2019 requires Windows 10.
WHERE DO STUDENTS START	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. You will need the text materials (which can be eVersions of the texts) and access codes to *Connect* and *SIMnet* when the semester opens—any delay will impede your success in the course. These McGraw-Hill sites provide for a temporary access (for two weeks) so you can get started on time. It is the student's responsibility to learn how to navigate the Brightspace course site. There are online orientation materials for Brightspace on the MCCC website. All students who have officially enrolled will have full access to all areas of the Brightspace course site no later than **Wednesday, August 26, 2020**. When you access the course, you will see a tab labeled "START HERE."
OTHER INFORMATION	If you have any questions, email your instructor, Dr. Patrick J. Nedry, at: pnedry@monroeccc.edu.
STUDENT LOGIN INFORMATION	To login to **Brightspace, E-mail, or WebPal**, go to www.monroeccc.edu and click on CURRENT STUDENTS on the menu bar, then click on Brightspace, email, or WebPal from the links that appear on the left side of the screen. **Brightspace** - Login to Brightspace using your unique MCCC Webpal username (i.e., the first part of your MCCC email address) and 7-digit student ID number for your password (or whatever password you use for your MCCC college email account). You should be able to access

Brightspace 24 hours after registering for a course. Courses are not available in Brightspace until the first day of the semester.

E-mail - Your email address is your MyWebPal user name followed by @my.monroeccc.edu (i.e. jsmith12345@my.monroeccc.edu). Your password is your seven-digit student ID number (including leading zeros).

WebPal - You need a WebPAL user ID and a password to access WebPAL. Your WebPAL user ID is usually your first initial and last name (i.e. Mary Smith = msmith). To find your user ID, click on **"What's My User ID?"** on the WebPAL home page. Your initial password is your six-digit birthdate (i.e. January 1, 1970 = 010170). After logging on the first time, WebPAL will ask you to change your password. If you are a returning student and can't remember your password, click on **"What's My Password?"** on the WebPAL home page, then choose **"Reset my password."** If you have an e-mail address on file, WebPAL will send you a new password.

[DATE]