



ONLINE COURSE INFORMATION

Summer 2023 Semester

COURSE: CIA 140 L1

INSTRUCTOR: W. Hilliker

Help Desk Concepts

EMAIL: whilliker@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 elarning@monroeccc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	<p>This course covers help desk technology, tools, techniques and customer service skills that are essential to any effective help desk. In this course students are introduced to the service concepts of "soft skills" and "self-management skills" as well as the operation of a help desk and possible career paths.</p> <p>The Course Outcome Summary can be found at https://www.monroeccc.edu/course-outcomes.</p>
COURSE BEGINS	Monday, May 8, 2023
COURSE ENDS	Saturday, July 1, 2023
REGISTRATION PROCESS	<p>Students must register for the course through the College's regular registration process.</p> <p>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 SU2023-ONL-001-L1 by May 5, 2023. Failure to complete the online orientation by the above date may result in <u>de-registration from your Summer 2023 online course</u>.</p>
EXAMS OR ASSIGNMENTS	All coursework is completed online.
ADDITIONAL INFORMATION: 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 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.</p> <p>MCCC students completing online quizzes/tests or other assessment activities from home or other remote locations may be required to complete a room scan before the assessment activity. Students seeking an alternative to the pre-assessment room scan should contact MCCC Student Services at 734.384.4255 for more information regarding on-campus assessment options.</p>

COURSE
MATERIALS
AND TEXTBOOK
INFORMATION

All required textbooks and/or access codes are available for purchase by the student at the MCCC/eCampus Online Bookstore website:
<https://monroeccc.ecampus.com/>. Sign in using your MCCC student email and password.

All required course supplies are available for purchase by the student at the Campus Store or on the Campus Store website:
<https://bookstore.monroeccc.edu/>

Textbook information is available for viewing approximately one month prior to the beginning of the semester at
<https://monroeccc.ecampus.com/>. **IMPORTANT:** Please ensure you are logging in and using the "Shop by Schedule" option to view and purchase only those materials assigned to your specific course(s).

Please contact the MCCC Campus Store for additional information, 734.384.4140.

COURSE
EXPECTATIONS

There are pre-skill expectations for students taking this class online. It is expected students enrolled in this section of CIS 140 know how to: (1) use their my.monroeccc.edu email account, (2) send email with attachments, (3) open email attachments, (4) compress/zip files and/or folders, (5) download and extract files from zipped folders, (6) use basic Windows file management features such as saving files, copying files and creating folders. Further students will participate in online discussion boards, complete the assigned readings, complete online quizzes/tests and be proactive with questions and concerns.

BRIGHTSPACE
SYSTEM
REQUIREMENTS

Browser Requirements:

Desktop Computers

Brightspace is supported on the following desktop platforms with the **latest browser versions:**

Platform	Apple® Safari®	Google® Chrome™	Microsoft ® Edge	Mozilla® Firefox®
Apple® Mac OS®	Yes	Yes	Yes	Yes
Microsoft® Windows®	No	Yes	Yes	Yes

Tablets and Mobile Devices

Brightspace is supported on the following tablets and mobile devices with the **latest browser versions:**

Platform	Apple® Safari®	Google® Chrome™	Microsoft® Edge	Mozilla® Firefox®
Apple® iOS® for iPhone® and iPad®	Yes	No	No	No

	<table><tr><td>Android™ OS for Android phones and tablets</td><td>No</td><td>Yes</td><td>No</td><td>No</td></tr></table> <p>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.</p> <p>Software Requirements</p> <p>Download/access web-based Microsoft Office applications:</p> <ol style="list-style-type: none">1. Go to www.monroeccc.edu and click CURRENT STUDENTS2. Next click on EMAIL from the list of links on the left, it will open another window3. 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 appear5. Click on the Office 365 with an arrow link, more Office Suite icons appear6. Finally, click on the Install Office link and follow the instructions <i>*NOTE there are links in the instructions if you have difficulties installing the software. Please use those links to resolve any possible installation issues.</i> <p>FYI - You will not be able to download Microsoft Office until the first day of the semester.</p> <p>Other System Recommendations</p> <ul style="list-style-type: none">• Broadband internet connection• Webcam	Android™ OS for Android phones and tablets	No	Yes	No	No
Android™ OS for Android phones and tablets	No	Yes	No	No		
COMPUTER REQUIREMENTS	<p>PC or Mac computer systems with Windows 10 (<u>or Mac equivalent OS</u>) is required.</p> <p>Chromebook Use Limitations: Chromebooks cannot be used for courses requiring Microsoft Office applications (e.g., CIS 130, CIS 109, etc.). Additionally, Chromebooks do not work when taking quizzes requiring <u>Respondus Lockdown browser in Brightspace</u>.</p> <p>Mac Computer Use Limitations: The Microsoft Access application does not work on a Mac.</p>					
COURSE SPECIFIC SOFTWARE	None					
WHERE DO STUDENTS START	On the first day of the semester the course will open. On that day, you should log into the class as instructed above. You will find instructions for the class there.					
OTHER INFORMATION						

STUDENT LOGIN INFORMATION	<p>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.</p> <p>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.</p> <p>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).</p> <p>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.</p>
TUTORING INFORMATION	<p>Trained student tutors and faculty specialists work with students both individually and in small study groups. Student tutors are students who are proficient in the courses they tutor and are recommended by their instructors. Faculty specialists have credentials that are similar to those of our faculty, and many have experience teaching at MCCC or other colleges or universities. In general, faculty specialists have years of experience helping students succeed.</p> <p>Students who utilize tutoring services at MCCC can expect to gain a better understanding of questions and/or concerns they have about their coursework, suggestions for improvement, study strategies, insight into instructor expectations and the understanding of how to link new material with what they already know.</p> <p>Tutoring is normally provided by appointment. Walk-ins are accepted, but immediate tutoring is often unavailable. To make an appointment on the Main Campus, call the Student Success Center at (734) 384-4167 or visit the center in person located in the Student Success Center, Founders Hall, Room F-148. Students can also make an appointment online at https://tutor.monroeccc.edu/TracWeb40/Default.html.</p>