



ONLINE COURSE INFORMATION

Winter 2021 Semester

COURSE: CHEM 160 L1

INSTRUCTOR: L. Bean

Fund of Health-Science Chemistry

EMAIL: lbean@monroecc.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.monroecc.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.monroecc.edu.

NEED HELP?

BRIGHTSPACE HELP DESK: 734.384.4328
or elarning@monroecc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

<p>COURSE DESCRIPTION</p>	<p>A study of organic chemistry and biochemistry as it applies to the health sciences. The course is designed for majors in occupational programs relating to the health sciences that require a basic understanding of organic and biochemistry.</p> <p>Any student with the prerequisite of CHEM 150 or CHEM 151 or the equivalent is encouraged to take this course as a one-semester combined overview of organic chemistry and biochemistry. CHEM 160 requires laboratory work which will be entirely performed online and in the student's home.</p> <p>The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.</p>
<p>COURSE BEGINS</p>	<p>Friday, January 8, 2021</p>
<p>COURSE ENDS</p>	<p>Monday, May 3, 2021</p>
<p>REGISTRATION PROCESS</p>	<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 WI2021-ONL-001-L1 by January 6, 2021. Failure to complete the online orientation by the above date may result in <u>de-registration from your Winter 2021 online course</u>.</p>
<p>PROCTORED EXAMS OR ASSIGNMENTS</p>	<p>All coursework is completed online. Students are required to purchase two access codes. Laboratory access code for McGraw-Hill LABS must be purchased by the student. Laboratory experiments are virtual, simulations, and activities completed at home, and laboratory reports are submitted online. Homework is online through McGraw-Hill CONNECT. Exams are online through Brightspace.</p>
<p>ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS</p>	<p>Exams will be on BrightSpace. The course will be divided into six units with six exams. The five highest exam grades will be used to determine the student's final grade. Some assignments will be on BrightSpace. Some activities will require the use of a molecular model kit. Laboratory will need an access code for LABS McGraw-Hill. Homework will need a separate different access code for McGraw-Hill CONNECT. A student must receive a passing grade for the laboratory points assigned in order to receive a passing grade for the course. If a student fails the laboratory portion, the student will automatically receive a failing grade for the overall course.</p>

COURSE
MATERIALS
AND TEXTBOOK
INFORMATION

Textbook information can be found on the MCCC Bookstore's webpage, <http://www.monroecc.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 text for the course is **General, Organic, and Biochemistry** Denniston, Topping, Dorr, and Caret 10edition. The bundle purchased at the MCCC bookstore will include the McGraw-Hill CONNECT access code and a molecular model kit.

A second access code is required for **LABS from McGraw-Hill** at a cost of approximately \$20 available at the MCCC Bookstore.

Please contact the MCCC Bookstore for additional information, 734.384.4140.

COURSE
EXPECTATIONS

This course is not self-paced, specific due dates are scheduled throughout the semester. Homework assignments, laboratory experiments and laboratory reports, and exams must be completed by the due dates. Experiments and laboratory reports are due as assigned throughout the semester. Some activities will be assigned through BrightSpace. Most labs will be through the McGraw-Hill LABS website. Lab work may be completed and submitted early, however, may not be submitted past the due dates. A detailed syllabus can be found in Brightspace, under CONTENT.

BRIGHTSPACE
SYSTEM
REQUIREMENTS

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.

Software Requirements

Download/access web-based Microsoft Office applications:

	<ol style="list-style-type: none"> 1. Go to www.monroecc.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.monroecc.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 <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
COMPUTER REQUIREMENTS	<p>PC or Mac computer systems with Windows 10 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 may not work with when taking quizzes requiring <i>Respondus Lockdown browser in Brightspace</i>.</p> <p>Mac Computer Use Limitations: The Microsoft Access application does not work on a Mac.</p>
COURSE SPECIFIC SOFTWARE	<p>Microsoft Word, Microsoft Excel, Adobe Flash Player, and ability to upload video or photographic files.</p> <p>Electronic homework assignments and access information will be purchased by the student with the course text. The CONNECT access code is required.</p> <p>A molecular model kit is also required and will be included as a package with the text purchased at MCCC Bookstore.</p> <p>In addition, an electronic laboratory experiment access code is required. The laboratory access code is also through McGraw-Hill LABS, available at the MCCC Bookstore, and costs approximately \$20, in addition to any textbook costs, and MCCC fees and tuition.</p>
WHERE DO STUDENTS START	<p>Students will purchase the text along with CONNECT access code and a molecular model kit. <u>A second access code for the laboratory portion is also required.</u> All materials are available at MCCC Bookstore 1555 S. Raisinville Rd. Monroe MI.</p> <p>Textbook bundle will include: text, Connect access code, and a molecular model kit. The laboratory experiment access code is separate and an additional \$20.</p> <p>Information can be found on the MCCC Bookstore's webpage, http://www.monroecc.edu/bookstore/.</p> <p>Login to Brightspace on the first day of classes to access course materials under CONTENT as well as the course syllabus which will provide specific detailed course information.</p>

OTHER
INFORMATION

Students must have two separate access codes.

One is to complete homework assignments, and the second is for virtual laboratory experiments.

The final grade is determined with points available through electronic homework, required laboratory work done at home and submitted online, and the grades of the five best out of six possible online exams. The lecture material is divided into six distinct portions as explained in the course syllabus found on Brightspace under CONTENT. This course requires a student to have a passing grade within the laboratory portion to receive a passing grade for the overall course. If a student fails the laboratory portion of the course, they will automatically receive a failing grade for the course.

Please directly email Associate Professor Lori Bean if you have any additional questions. lbean@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).

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]