



## ONLINE COURSE INFORMATION

### Winter 2022 Semester

COURSE: CHEM 151 L1

INSTRUCTOR: L. Bean

General College Chemistry I

EMAIL: [lbean@monroeccc.edu](mailto:lbean@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](http://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](http://www.monroeccc.edu).

### NEED HELP?

**BRIGHTSPACE HELP DESK:** 734.384.4328  
or [elarning@monroeccc.edu](mailto:elarning@monroeccc.edu)

**COLLEGE EMAIL:** 734-384-4328

**WEBPAL:** 734-384-4333

COURSE DESCRIPTION	<p>A study of the basic principles of general chemistry including classification and characterization of chemical particles, chemical bonding and molecular structure, chemical reactions, oxidation-reduction processes, reaction stoichiometry, inorganic nomenclature and the qualitative behavior of common metals and their cations.</p> <p>Course requires laboratory work. For WINTER 2022, laboratory work will be online virtual and laboratory simulations along with activities to be completed by the student at home.</p> <p>Students must purchase a McGraw-Hill LABS access code and a separate Connect homework access code. (<u>two different access codes are required</u>)</p> <p>The complete Outline of Instruction can be found at <a href="http://www.monroeccc.edu/outlines/">http://www.monroeccc.edu/outlines/</a>.</p>
COURSE BEGINS	Friday, January 7, 2022
COURSE ENDS	Monday, May 2, 2022
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 <b>WI2022-ONL-001-L1 by January 5, 2022</b>. Failure to complete the online orientation by the above date may result in <u>de-registration from your Winter 2022 online course</u>.</p>
PROCTORED EXAMS OR ASSIGNMENTS	<p>None, all coursework is completed online.</p> <p>Laboratory access code must be purchased by the student. Laboratory experiments are virtual, simulations, and activities completed at home, and laboratory reports are submitted online. The access code is for McGraw-Hill LABS.</p> <p>Homework is online through McGraw-Hill CONNECT.</p> <p>Two separate access codes are required for CHEM 151.</p> <p>Exams are online through Brightspace.</p>
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	<b>N/A</b>

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

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. Labs 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](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:
1. Go to [www.monroeccc.edu](http://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

	<ol style="list-style-type: none"> <li>Click EMAIL LOGIN, then log in with your entire MCCC email address (e.g., <a href="mailto:tperson23456@my.monroeccc.edu">tperson23456@my.monroeccc.edu</a>) and your email password, which initially is your seven-digit student ID#.</li> <li>Click on the <b>9-dot square</b> in the upper left corner next to the word "Outlook", some Office Suite icons appear</li> <li>Click on the <b>Office 365 with an arrow</b> link, more Office Suite icons appear</li> <li>Finally, click on the <b>Install Office link</b> 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></li> </ol> <p>FYI - You will not be able to download Microsoft Office until the first day of the semester.</p> <p><b>Other System Recommendations</b></p> <ul style="list-style-type: none"> <li>Broadband internet connection</li> <li>Webcam</li> </ul>
COMPUTER REQUIREMENTS	<p>PC or Mac computer systems with Windows 10 (<u>or Mac equivalent OS</u>) is required.</p> <p><b>Chromebook Use Limitations:</b> 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 <u>Respondus Lockdown browser in Brightspace</u>.</p> <p><b>Mac Computer Use Limitations:</b> The Microsoft Access application does not work on a Mac.</p>
COURSE SPECIFIC SOFTWARE	<p>Microsoft Word, Microsoft Excel, and ability to upload documents 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>In addition, an electronic laboratory experiment access code is required. The laboratory access code is also through McGraw-Hill, 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 <u>CONNECT access code and a second separate access code for the laboratory portion</u> at MCCC Bookstore 1555 S. Raisinville Rd. Monroe MI.</p> <p>Textbook with Connect access code and laboratory experiment access code can be found on the MCCC Bookstore's webpage, <a href="http://www.monroeccc.edu/bookstore/">http://www.monroeccc.edu/bookstore/</a>.</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	<p><b>Students must have two separate access codes.</b></p> <p>One is to complete homework assignments, and the second is for virtual laboratory experiments.</p> <p>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 lecture and chapter based online exams plus a cumulative final.</p>

	<p>The lecture material is divided into four distinct portions as explained in the course syllabus found on Brightspace under CONTENT. A final cumulative exam will be due on Brightspace by the end of the semester.</p> <p>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. Online LABS are McGraw-Hill which requires the purchase of an access code and some additional activities on a free online site.</p> <p>Please directly email Associate Professor Lori Bean if you have any additional questions. <a href="mailto:lbean@monroeccc.edu">lbean@monroeccc.edu</a></p>
STUDENT LOGIN INFORMATION	<p>To login to <b>Brightspace, E-mail, or WebPal</b>, go to <a href="http://www.monroeccc.edu">www.monroeccc.edu</a> 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><b>Brightspace</b> - 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><b>E-mail</b> - Your email address is your MyWebPal user name followed by @my.monroeccc.edu (i.e. <a href="mailto:jsmith12345@my.monroeccc.edu">jsmith12345@my.monroeccc.edu</a>). Your password is your seven-digit student ID number (including leading zeros).</p> <p><b>WebPal</b> - 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 <b>"What's My User ID?"</b> 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 <b>"What's My Password?"</b> on the WebPAL home page, then choose <b>"Reset my password."</b> 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 <a href="tel:734-384-4167">(734) 384-4167</a> or visit</p>

	the center in person located in the Student Success Center, Founders Hall, Room F-148. Students can also make an appointment online at <a href="https://tutor.monroeccc.edu/TracWeb40/Default.html">https://tutor.monroeccc.edu/TracWeb40/Default.html</a> .
[DATE]	11/02/2021