



ONLINE COURSE INFORMATION

Winter 2022 Semester

COURSE: MATH 171 L1

INSTRUCTOR: J. Vallade

Calculus I

EMAIL: jkvallade@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	An introductory course in the study of single variable calculus covering both differentiation and integration. The types of functions covered include algebraic and transcendental. The purpose of the course is to study analysis of single variable functions primarily through differentiation and integration. The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.
COURSE BEGINS	Friday, January 7, 2022
COURSE ENDS	Monday, May 2, 2022
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 WI2022-ONL-001-L1 by January 5, 2022. Failure to complete the online orientation by the above date may result in <u>de-registration from your Winter 2022 online course</u>.
PROCTORED EXAMS OR ASSIGNMENTS	There are four tests that will be completed online. Dates and times will be listed in the syllabus.
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	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

Students are expected to keep up with the pace of the course as described in the syllabus and complete all assignments in a timely manner. When questions arise, students are expected to seek assistance from either the instructor during office hours, from the math den, or from the Student Success Center.

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:

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*

	<i>installing the software. Please use those links to resolve any possible installation issues.</i> 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 <u>Respondus Lockdown browser in Brightspace</u>. Mac Computer Use Limitations: The Microsoft Access application does not work on a Mac.
COURSE SPECIFIC SOFTWARE	We will not be using Brightspace for this course. We will be using WebAssign. Students will need access to WebAssign by purchasing the Cengage Unlimited Access Card. You may purchase this directly from Cengage (https://www.cengage.com/unlimited/) or in the bookstore. You should purchase the term of access that best fits your needs (4 months, one year or two years). WebAssign contains an e-copy of the textbook. If you want a printed copy of the textbook, you can buy a copy online. Any recent edition will be fine. You may also purchase a textbook bundled with WebAssign access in the bookstore.
WHERE DO STUDENTS START	Students will be using WebAssign to complete this course. You may access WebAssign at https://www.webassign.net/. You will be prompted to enter the course key for your course. The course key is monroeccc 9333 5276
OTHER INFORMATION	
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 <i>"What's My Password?"</i> 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.
TUTORING INFORMATION	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. 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. 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.
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