ONLINE COURSE INFORMATION
Fall 2017 Semester

COURSE: BMGT 202 L1	INSTRUCTOR: D. Reiman
Business Communication in a Digital Age	EMAIL: dreiman@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 Blackboard multiple times each week to keep up with communication, assignments and other coursework.

Blackboard

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

The Blackboard Login can be found on the College's webpage, www.monroeccc.edu. Information on student usernames and passwords can be found on the Student Support tab on the Blackboard site.

Blackboard 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?

BLACKBOARD HELP DESK: 734.384.4328 or elearning@monroeccc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	This course covers the principles, practices, ethics, and management of communication in a business environment, with an emphasis on both traditional and emerging media. Students will learn effective methods for planning, creating, transmitting and managing information for a variety of purposes, and they will develop an understanding of the effective use of digital communication tools like social media and websites. Students will also study strategies for managing a business' presence on the Internet. The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.
COURSE BEGINS	Wednesday, August 23, 2017
COURSE ENDS	Monday, December 11, 2017
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 Blackboard 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 **FL2017-ONL-001-L1 by August 19, 2017**. Failure to complete the online orientation by the above date may result in de-registration from your fall 2017 online course.
PROCTORED EXAMS OR ASSIGNMENTS	There are no proctored exams for this course, but there will be up to 2 assignments that require you to be online at specific times; for example, there will be an online interview assignment where students will have the experience of being interviewed and serving as the interviewer. There will be multiple timeframes where these requirements can be met, and students' specific scheduling needs will be taken into account when possible. These assignments may be done at home or wherever you have access to a working webcam and microphone. You must also have the ability to install the required software on whatever computer you are using.
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 Regional Computer Technology Center (RCTC). Additional information on the RCTC can be found at http://www.monroeccc.edu/rctc/index.htm. 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: Make sure when identifying which course you are enrolled in, you get the materials for the ONLINE version of the course. Online course materials are not necessarily the same materials for the face-to-face class. Please contact the MCCC Bookstore for additional information, 734.384.4140.
COURSE EXPECTATIONS	There are multiple assignments due every week. You should plan to log into the course site and complete assignments and discussion threads several times each week throughout the semester. It is the student's responsibility to have the textbook and other required material at the start of the semester in order to complete assignments on time. Exceptions will not be made for students who order their textbook and/or other required materials online and do not receive them in a timely manner.
BLACKBOARD SYSTEM REQUIREMENTS	**Browser Requirements:** • Mozilla Firefox 31 or higher (recommended browser for Blackboard) • Google Chrome 36 or higher (recommended browser for Blackboard) • Safari 6 or higher • Internet Explorer 9 or higher (IE compatibility view settings will need to be adjusted for optimum Blackboard use) For the most current Blackboard operating system and browser requirements, please go to http://www.monroeccc.edu/distancelearning/elearning_student.htm and access the "Blackboard Browser Requirements" link. **Software Requirements** • Microsoft Word 2013 is recommended • Microsoft Office Suite is recommended • Adobe Reader 9.0 or higher **Other System Requirements** • High speed or broadband internet connection recommended • Printer, video and sound cards • CD-ROM drive
COURSE SPECIFIC SOFTWARE	Students are required to have a working webcam and microphone to participate in online assignments and recorded presentations. **It is the student's responsibility to ensure that their webcam and microphone are in working order prior to assignments.** The instructor cannot troubleshoot a student's individual equipment. Students will install software on their computer for these assignments. There will be no additional cost for this software and instructions will be provided on the first day of class.

WHERE DO STUDENTS START	On the first day of class for the semester you should log into the Blackboard site at http://bb.monroeccc.edu, select this course and follow the directions under Announcements. IF YOU ARE UNABLE TO LOGIN by 5:00 p.m. on the first day of class for the semester, you should send an email to Professor Reiman at dreiman@monroeccc.edu.
OTHER INFORMATION	**IMPORTANT NOTE:** Course assignments include video segments that may require a high-speed (broadband) Internet connection such as a cable modem or DSL. Students who have a slower Internet connection, like dial-up, may require at least weekly access to a higher speed connection to complete these assignments. High-speed connections are available in MCCC computer labs.
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