ONLINE COURSE INFORMATION
Fall 2018 Semester

COURSE: ACCTG 220 L1

INSTRUCTOR: S. Wang

Payroll Accounting

EMAIL: swang@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 elearning@monroeccc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	This course covers the analysis and recording of payroll transactions and the filing requirements of payroll reports. It will also focus on the various phases of the Social Security Taxes, Federal Income Taxes, State Income Taxes and Unemployment Compensation and the laws relating to them. A payroll project is required, during which students will apply their analytical and procedural skills learned in this course. The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.
COURSE BEGINS	Wednesday, August 22, 2018
COURSE ENDS	Monday, December 10, 2018
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 **FL2018-ONL-001-L1 by August 20, 2018**. Failure to complete the online orientation by the above date may result in de-registration from your Fall 2018 online course.
PROCTORED EXAMS OR ASSIGNMENTS	None, all coursework is completed online.
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	None
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	The syllabus contains the details on the course expectations. It can be found in Brightspace under Course Information.

	Browser Requirements:
	Desktop Support

BRIGHTSPACE SYSTEM REQUIREMENTS

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
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
- Microsoft Word 2016 is recommended
- Microsoft Office 2016 Suite is recommended
- Adobe Reader (latest version)

Other System Requirements
- High speed or broadband internet connection recommended
- Printer, video and sound cards
- CD-ROM drive

COURSE SPECIFIC SOFTWARE	Students are expected to use the software program that is included with the required textbook.
WHERE DO STUDENTS START	On the first day of the semester, log into Brightspace using the instructions above. Enter your course by clicking on ACCTG 220, Section L1 in the My Courses Box. Begin by reviewing the Announcements, Syllabus in the Course Information and Chapter 1.
OTHER INFORMATION	
[DATE]	