



## BLENDDED COURSE INFORMATION

### Fall 2019 Semester

COURSE: BUSAD 151 B1

INSTRUCTOR: D. Reiman

Introduction to Business

EMAIL: [dreiman@monroecc.edu](mailto:dreiman@monroecc.edu)

There are many benefits of **Blended** courses at MCCC:

- Less restrictive scheduling
- Convenience
- Intensive self-study
- Course materials are accessible 24 hours a day 7 days a week

Since **Blended** courses require work on the computer using Brightspace, as well as classroom work, students should possess the following skills to be successful:

- Highly self-motivated
- Have strong computer skills
- Possess good time management skills
- Know how to study independently
- Possess good communication skills

**Blended classes at MCCC** deliver instruction in a web-based format, along with periodic face-to-face classes as established by the instructor.

When taking an **Blended** 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 on a regular basis. It is essential to log into Brightspace regularly to keep up with communication and assignments.

### Brightspace

**Blended** courses use Brightspace course management system as the means of communication between the students and the instructor, along with periodic face-to-face class meetings as established by 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](http://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

All students are required to use their MCCC sponsored student email address. Information on the MCCC student email can be found on the Student Support tab on the Brightspace site.

### NEED HELP?

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

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

**WEBPAL:** 734-384-4333

<p>COURSE DESCRIPTION</p>	<p>This course surveys the field of business, focusing on problems, practices and procedures. The scope includes environmental aspects, organization, marketing and sales promotion, production, personnel, labor relations and finance. This course is required by most business curricula and should be taken in the first year. This course is also highly recommended for any non-business major who wishes to explore the field of business.</p> <p>The complete Outline of Instruction can be found at <a href="http://www.monroecc.edu/outlines/">http://www.monroecc.edu/outlines/</a>.</p>
<p>COURSE BEGINS</p>	<p>Wednesday, August 28, 2019</p>
<p>COURSE ENDS</p>	<p>Wednesday, December 11, 2019</p>
<p>REGISTRATION PROCESS</p>	<p>Students must register for the course through the College's regular registration process.</p>
<p>ON-CAMPUS MEETINGS</p>	<p>Wednesdays - 1:30 – 3:22 p.m. in C-232. The course will meet only during this timeframe on dates determined by and announced by the instructor.</p>
<p>COURSE MATERIALS AND TEXTBOOK INFORMATION</p>	<p>Textbook information can be found on the MCCC Bookstore's webpage, <a href="http://www.monroecc.edu/bookstore/">http://www.monroecc.edu/bookstore/</a>. Textbook information is posted approximately one month prior to the beginning of the semester. <b>IMPORTANT:</b> 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.</p> <p>Please contact the MCCC Bookstore for additional information, 734.384.4140.</p>
<p>COURSE EXPECTATIONS</p>	<p>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.</p> <p>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.</p>
<p>BRIGHTSPACE SYSTEM REQUIREMENTS</p>	<p><b>Browser Requirements:</b></p> <p><b>Desktop Support</b></p>

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**

- 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

Recent version of Microsoft Word or the ability to save documents in the RICH TEXT FORMAT (RTF).

WHERE DO STUDENTS START

On the first day of class for the semester you should log into the Brightspace 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 David Reiman at [dreiman@monroeccc.edu](mailto:dreiman@monroeccc.edu).

OTHER INFORMATION

**IMPORTANT NOTE:** Course assignments include video segments and other activities 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.

[DATE]