



ONLINE COURSE INFORMATION

Winter 2017 Semester

COURSE: BMGT 201 L1

INSTRUCTOR: P. Nedry

Principles of Management

EMAIL: pnedry@monroecc.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.monroecc.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.monroecc.edu.

NEED HELP?

BLACKBOARD HELP DESK: 734.384.4328
or elarning@monroecc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

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| <p>COURSE DESCRIPTION</p> | <p>This course emphasizes the basic principles of management. The course topics include functions of management, decision-making, directing, communicating, controlling, planning, human resources and organizing. Managerial functions are discussed within the framework of modern business organizations.</p> <p>The complete Outline of Instruction can be found at http://www.monroecc.edu/outlines/.</p> |
| <p>COURSE BEGINS</p> | <p>Friday, January 6, 2017</p> |
| <p>COURSE ENDS</p> | <p>Monday, May 1, 2017</p> |
| <p>REGISTRATION PROCESS</p> | <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 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 WI 2017-ONL-001-L1 by January 5, 2017. Failure to complete the online orientation by the above date may result in <u>de-registration from your winter 2017 online course</u>.</p> |
| <p>PROCTORED EXAMS OR ASSIGNMENTS</p> | <p>None, all coursework is completed online.</p> |
| <p>ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS</p> | <p>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.monroecc.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.</p> |
| <p>COURSE MATERIALS AND TEXTBOOK INFORMATION</p> | <p>Textbook information can be found on the MCCC Bookstore's webpage, http://www.monroecc.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.</p> <p>Please contact the MCCC Bookstore for additional information, 734.384.4140.</p> |

COURSE
EXPECTATIONS

Some keyboarding proficiency is necessary. "Two finger" keyboarding will present a significant limitation to the student. Familiarity with the Windows 7, Windows 8, or Windows 10 operating systems, web browsers, and email software (including how to attach multiple files), are necessary 'pre-skills' for this online course. The course materials also function with Apple products.

There is a high volume of homework associated with this course, with multiple assignments per week. Learning activities will include textbook and online readings, slide presentations, web resources, web-based activities including threaded discussions, assignments that will be submitted online, online assessments, and online examinations. The Blackboard course management system, MCCC email, and the publisher's course site (McGraw-Hill's Connect) will be the primary tools for communication.

Most assignments and documents will become available when the course opens and must be submitted by 11:59 p.m. on a given date, usually—but not always—on Sunday evening. These dates are detailed in the course schedule that will be available in the Syllabus & Schedule section of Blackboard.

Online exams will be given. Dates for the exams will be posted in the Syllabus & Schedule and Course Documents section of Blackboard. Typically, students will be able to take the exams after completing the associated chapter assignments. The exams will be timed with the submission time ending at 11:59 p.m. on the due date.

There will be **no make-up exams** except in the case of a documented medical emergency and the Instructor's permission. You will get three "attempts" for each exam in the event you encounter technology related issues. Your highest score will be used in grade calculations.

There will be deadlines for projects and/or assignments **to be submitted in the Assignments area of Blackboard and McGraw-Hill's Connect website. All assignments are open and available as the course opens. There are no extension options.** With few limitations, you will be permitted to work ahead.

In addition to the course site on Blackboard, you will be using a publisher's companion website where much of your work will be completed. There will be other course resources on the Internet that will need to be accessed during the semester course.

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| <p>BLACKBOARD SYSTEM REQUIREMENTS</p> | <p>Browser Requirements:</p> <ul style="list-style-type: none"> • 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) <p>For the most current Blackboard operating system and browser requirements, please go to http://www.monroecc.edu/distancelearning/elearning_student.htm and access the "Blackboard Browser Requirements" link.</p> <p>Software Requirements</p> <ul style="list-style-type: none"> • Microsoft Word 2013 is recommended • Microsoft Office Suite is recommended • Adobe Reader 9.0 or higher <p>Other System Requirements</p> <ul style="list-style-type: none"> • High speed or broadband internet connection recommended • Printer, video and sound cards • CD-ROM drive |
| <p>COURSE SPECIFIC SOFTWARE</p> | <p>Students must have access to a computer with authorized copies of Word 2007, or later, Excel 2007, or later, and PowerPoint 2007, or later installed.</p> |
| <p>WHERE DO STUDENTS START</p> | <p>The course will become "available" on the first day of the semester. You need to access it early to get off to a successful beginning in the course. There will be assignments due right after the semester commences. You will need the text materials (which can be eVersions of the texts) and the access code for Connect Management as the course opens when the semester opens—any delay will impede your success in the course. The McGraw-Hill site (Connect) provides for a temporary access to get started on time.</p> <p>The Connect site is compatible with the Mac OS.</p> <p>It is the student's responsibility to learn how to navigate the Blackboard course site. There are online orientation materials for Blackboard on the MCCC website.</p> <p>All students who have officially enrolled will have full access to all areas of the Blackboard course site no later than Friday, January 6, 2017. When you access the course you will see a tab labeled "START HERE."</p> |
| <p>OTHER INFORMATION</p> | <p>If you have any questions, email your instructor, Dr. Patrick J. Nedry, at: pnedry@monroecc.edu.</p> |
| <p>[DATE]</p> | |