



**Online Learning**

Personal freedom to learn



anytime – anywhere.

# FALL 2011 SEMESTER

## Registration Booklet

For assistance, please call Online Learning  
(718) 933-6700, ext. 8592

### **Internet Classes Begin on Wednesday, September 7th**

To login to your Internet course(s),  
please go to <http://elearning.monroecollege.edu>

**User ID:** First letter of your first name, your entire last name, and the last four digits of college ID number

**Password:** First letter of your first name, first letter of your last name, and the last four digits of your social security number

## Fall 2011 Semester Online Student Calendar

WEEK NUMBER	DATES
1	Wednesday, September 7 – Sunday, September 11, 2011 <ul style="list-style-type: none"> <li>• <b>Students have access to their courses on Tuesday, September 6th</b></li> <li>• <b>Fall 2011 semester begins Wednesday, September 7th</b></li> </ul>
2	Monday, September 12 – Sunday, September 18, 2011
3	Monday, September 19 – Sunday, September 25, 2011
4	Monday, September 26 – Sunday, October 2, 2011
5	Monday, October 3 – Sunday, October 9, 2011
6	Monday, October 10 – Sunday, October 16, 2011
7	Monday, October 17 – Sunday, October 23, 2011
8	Monday, October 24 – Sunday, October 30, 2011 <ul style="list-style-type: none"> <li>• <b>Fall 2011 midterms are conducted</b></li> <li>• <b>Proctored midterms on Friday, October 28th and Saturday, October 29th (Bx/NR)</b></li> <li>• <b>Proctored midterms on Sunday, October 30th (SL)</b></li> <li>• <b>Winter 2012 Registration</b></li> </ul>
9	Monday, October 31– Sunday, November 6, 2011
10	Monday, November 7 – Sunday, November 13, 2011
11	Monday, November 14 – Sunday, November 20, 2011
12	Monday, November 21– Sunday, November 27, 2011
13	Monday, November 28 – Sunday, December 4, 2011 <ul style="list-style-type: none"> <li>• <b>Student evaluations: Monday, Nov. 28th – Wednesday, Nov. 30th</b></li> </ul>
14	Monday, December 5 – Tuesday, December 6, 2011 <ul style="list-style-type: none"> <li>• <b>Last day of classes: Tuesday, December 6th</b></li> </ul>
15	Wednesday, December 7– Sunday, December 11, 2011 <ul style="list-style-type: none"> <li>• <b>Fall 2011 final examinations are conducted</b></li> <li>• <b>Refer to your online professor for specific final examination dates and timeframes.</b></li> <li>• <b>SEMESTER ENDS – Thursday, December 15, 2011</b></li> </ul>

Please note this calendar is subject to change, as the college deems necessary.

# Monroe College Online Learning System Requirements

## ONLINE COURSE/E-MAIL REQUIREMENTS

- Students are required to have access to a reliable computer to access their online courses and college email, over the Internet, at home or at work with an ISP (Internet Service Provider) such as MSN, AOL, Roadrunner, Optimum, etc.
- Students are required to log into ANGEL, their online classroom, for lessons, course emails, online chats, etc.
- Students are required to log into and maintain their Monroe College email account, by deleting files when necessary, to ensure they can access college announcements.

## SOFTWARE REQUIREMENTS

- Students who register in online courses need **Microsoft Office 2010** (which includes Word, Excel, Access, PowerPoint, etc.) to complete their assignments and to view their professor's weekly lecture notes and other learning materials. Students will also download additional applications for multimedia and PDF files.
- A copy of the Microsoft Office CD may be purchased in the Bursar's Office. You may contact them at 718.933.6700, ext. 8239 for further information.

## COMPUTER AND SYSTEM REQUIREMENTS

- While ANGEL generally functions well in many browsers, the following are formally supported and tested:
  - PCs running Windows OS: **Internet Explorer 7 or higher** and **Mozilla Firefox**
  - Macs running OS X: **Mozilla Firefox**; *Safari is not compatible.*
  - Windows XP or higher, 2 GH Pentium Processor, 80 GB free on your hard disk, and a minimum of 2 GB of RAM

FOR FURTHER ASSISTANCE, PLEASE E-MAIL THE HELP DESK AT:

[helpdesk@monroecollege.edu](mailto:helpdesk@monroecollege.edu) or call 718-933-6700 ext. 8290

## Monroe College – Is Online Learning For Me?

**Taking courses online can be a rewarding experience but requires dedication, time, and technical know-how. Please take the quiz below to find out if you are ready for the online experience.**

**1. My technology access is best described as:**

	I have a computer at home with Internet access.
	I have regular access to a computer with Internet access.
	I don't have a computer.

**2. My technology skills are:**

	Very good. I can use e-mail, Web browsers, word-processing software, and can download files and create attachments. I like trying to solve technology problems on my own and don't get frustrated easily.
	Average. I can use e-mail, Web browsers and word-processing software. I don't feel comfortable solving technology problems on my own.
	Very basic. I have used e-mail, Web browsers and word-processing software, but I get frustrated when things don't work the way they should.

**3. Face-to-face communication is:**

	Not essential to me. I am comfortable learning without face-to-face interaction.
	Important to me. I am leery about my ability to learn without being able to see the instructor or other students.
	Essential and I learn only if I can interact in person with the instructor and other students.

**4. When I need help in class:**

	I feel comfortable asking questions and asking for help.
	I hesitate to ask questions of the instructor, but I will ask for help if I need it.
	I often feel intimidated asking questions or asking for help.

**5. The amount of uninterrupted time I have to devote to an online class is:**

	15 hours or more per week, anytime during the day or night.
	10-15 hours per week, mainly at night.
	Less than 10 hours per week.

**6. I would describe my personal style as:**

	Self-motivated, self-disciplined and organized.
	Motivated, but I need help remembering assignments and due dates.
	Spontaneous and not too disciplined- I need someone to motivate me and help me stay on top of my coursework.

**7. My reading and writing abilities:**

	I enjoy reading and writing and have confidence in my abilities.
	I read well but I'm not comfortable expressing myself in writing.
	I don't like reading and look for classes without a lot of writing assignments.

**8. Class discussions are:**

	Important to me and very useful in helping me learn the information presented in class.
	Somewhat important to my learning. I sometimes participate in class discussions.
	Not very useful to me. I don't usually participate in class discussions.

**9. Feedback from my instructor must be:**

	Within a week so that I may review what I did.
	Within a few days, or I forget what I did.
	Immediate or I get very frustrated.

**10. I am considering taking an online course because:**

	I've taken an online class before and enjoyed the experience.
	I'm curious about online classes and have room in my schedule.
	I need the class for a graduation requirement or job situation and I can't fit it in to my campus schedule.

**Scores/Feedback:**

20 points or higher - Based on your responses, you are a good candidate for online learning. You have a good combination of study skills, equipment and personal attributes necessary to succeed in the online environment.

11- 20 points - Based on your responses, you are a good candidate for online learning. You may need to make some adjustments to your study schedule or get comfortable with technology before you register for online classes.

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Less than 10 points – At this time, online courses may not be the best fit for you. Your responses indicate that a traditional classroom setting would be more beneficial for your educational success.

<b>Monroe College Online Learning</b>	
<b>FALL 2011 – Internet Course Offerings</b>	
<b>KING GRADUATE SCHOOL</b>	
<b><u>BUSINESS, MBA</u></b>	
MG650-144 • Managing Information Technology	
MG660-144 • Strategic Marketing	
MG680-144 • Operational Excellence	
MG750-144 • Project Management	
<b><u>CRIMINAL JUSTICE, MS</u></b>	
CJ750-144 • Crisis Management and Disaster Preparation	
CJ765-144 • Child Development, Trauma and Criminal Justice	
<b>SCHOOL OF BUSINESS AND ACCOUNTING:</b>	
<b><u>BUSINESS COURSES</u></b>	
MG101-44 • Introduction to Business	
MG101-45 • Introduction to Business	
MG112-44 • Business Ethics	
MG112-45 • Business Ethics	
MG201-44 • Principles of Management	
MG201-45 • Principles of Management	
MG201-46 • Principles of Management	
MG211-44 • Human Resource Management	
MG211-45 • Human Resource Management	
MG211-46 • Human Resource Management	
MG213-44 • Organizational Behavior	
MG216-44 • Employee and Labor Relations	
MG217-44 • Compensation/Benefit Administration	
MG230-44 • Project Management	
MG260-44 • Entrepreneurship	
MG260-45 • Entrepreneurship	
MG260-46 • Entrepreneurship	
MG265-46 • New Venture Financing	
MG285-44 • Integrating Business Concepts	
MG285-45 • Integrating Business Concepts	
MG305-44 • Introduction to Management Science	
MG305-44 • Introduction to Management Science	
MG320-44 • Global Business	
MG330-44 • Organizational Theory	
MG350-44 • Strategic Global HR Management	
MG356-44 • HR Legal Environment	
MG485-44 • Business Policy and Strategy	
MK101-44 • Marketing Foundations	
MK101-45 • Marketing Foundations	
MK110-44 • Social Media Marketing	
MK201-44 • Advertising and Promotions	
MK202-44 • Art of Selling	
MK203-44 • Branding and Product Development	
MK206-44 • Website Marketing and Implementation	
MK206-45 • Website Marketing and Implementation	

# Monroe College Online Learning

## FALL 2011 – Internet Course Offerings

### ACCOUNTING AND FINANCE COURSES

AC161-44 • Principles of Accounting I **\*\*RESERVED FOR FULL ONLINE LEARNING STUDENTS ONLY\*\***

AC161-44 • Principles of Accounting I **\*\*RESERVED FOR FULL ONLINE LEARNING STUDENTS ONLY\*\***

AC231-44 • Federal Income Tax I **\*\*RESERVED FOR FULL ONLINE LEARNING STUDENTS ONLY\*\***

EC201-44 • Macroeconomics

EC203-44 • Macroeconomics

EC203-45 • Microeconomics

FA302-44 • Principles of Finance

FA304-44 • Money and Banking

### SCHOOL OF HOSPITALITY MANAGEMENT AND CULINARY ARTS

HP101-45 • Introduction to the Hospitality Industry

HP110-44 • Food and Beverage Division Management **\*\*RESERVED FOR FULL ONLINE LEARNING STUDENTS ONLY\*\***

HP120-44 • Travel and Tourism

HP130-44 • Hospitality Law

HP210-44 • Hospitality Purchasing Management

HP215-44 • Customer Service

HP215-45 • Customer Service

HP310-44 • Sales and Marketing

HP395-44 • HPCA Corporate Internship

### MATHEMATICS

MA127-44 • Quantitative Methods

MA130-44 • Intermediate Algebra

MA135-44 • Statistical Applications

MA135-45 • Statistical Applications

MA140-44 • College Algebra

MA145-44 • Statistics for Business Decisions I

### SCHOOL OF INFORMATION TECHNOLOGY

IT100-44 • Introduction to Information Technology

IT103-44 • Introduction to Information Technology

IT105-45 • Business Applications Essentials

IT115-44 • Electronic Spreadsheet Application

IT118-44 • Integrated Business Applications

IT115-44 • Electronic Spreadsheet Applications

IT120-44 • Computer Hardware Technology

IT130-44 • Database Applications

IT140-44 • Game Industry Essentials

IT170-44 • CISCO I Networking Basics

IT215-44 • Advanced Spreadsheet

IT260-44 • Advanced Programming

IT265-44 • Visual Basic

IT320-44 • Operating Systems

IT330-44 • Database Management Systems

IT372-44 • Networking Security
IT396-44 • Management Information Systems
IT494-44 • IT Project Management

# Monroe College Online Learning

## FALL 2011 – Internet Course Offerings

### SCHOOL OF ALLIED HEALTH PROFESSIONS

#### MEDICAL ADMINISTRATION

- HA101-44 • Introduction to Healthcare
- HA115-45 • Women’s Health
- HA140-44 • Introduction to Medical Coding
- HA295-44 • Concepts of Managed Care
- HA301-45 • Management in Healthcare I **\*\*RESERVED FOR FULL ONLINE LEARNING STUDENTS ONLY\*\***
- HA302-44 • Management in Healthcare II
- HA310-44 • The Continuum of Care
- HA435-45 • Performance Improvement in Health
- HA440-44 • Healthcare Finance
- HA445-44 • Public Health Systems
- HA450-45 • Research Method. In Healthcare
- LA212-44 • Drugs and Behavior
- LA212-45 • Drugs and Behavior
- LA212-46 • Drugs and Behavior
- LA254-44 • HIV/Aids in Society
- LA345-44 • Group Dynamics

### SCHOOL OF ALLIED HEALTH PROFESSIONS

#### PUBLIC HEALTH

- PH111-44 • Public Health and Epidemiology
- PH206-44 • Community Health Service
- PH255-44 • Health and Human Behavior
- PH370-44 • Environmental Health Issues
- PH111-44 • Health Programs Administration

### SCHOOL OF ALLIED HEALTH PROFESSIONS

#### MEDICAL ASSISTING

- HC126-44 • Medical Terminology for Medical Assisting

#### ENGLISH AND SOCIAL SCIENCES

- EN109-44 • Expository Writing
- EN110-44 • Composition and Literature
- EN110-45 • Composition and Literature
- EN110-46 • Composition and Literature
- EN205-44 • Business Writing
- EN205-45 • Business Writing
- EN205-46 • Business Writing
- EN205-47 • Business Writing
- EN205-49L • Business Writing
- EN305-44 • Advanced Business Writing
- EN305-45 • Advanced Business Writing
- LA100-44 • College Strategy and Career Development **\*\*RESERVED FOR FULL ONLINE LEARNING STUDENTS ONLY\*\***
- LA101-44 • Introduction to Psychology
- LA101-45 • Introduction to Psychology

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**LA101-46• Introduction to Psychology**

# Monroe College Online Learning

## FALL 2011 – Internet Course Offerings

### ENGLISH AND SOCIAL SCIENCES

LA102-44• Introduction to Sociology
LA102-45• Introduction to Sociology
LA102-46• Introduction to Sociology
LA103-44 • Introduction to Political Science
LA103-45 • Introduction to Political Science
LA103-46 • Introduction to Political Science
LA104-44 • Developmental Psychology
LA105-44 • Marriage and the Family
LA105-45 • Marriage and the Family
LA105-46 • Marriage and the Family
LA106-44 • Sex and Gender
LA106-45 • Sex and Gender
LA106-46 • Sex and Gender
LA106-48 • Sex and Gender
LA107-44 • Introduction to Civil Rights Law
LA108-44 • Psychology of Abnormal Behavior
LA108-45 • Psychology of Abnormal Behavior
LA120-44•Speech Communications <b>**RESERVED FOR FULL ONLINE LEARNING STUDENTS ONLY**</b>
LA130-44 • American History I
LA130-46 • American History I
LA135-44 • Caribbean History
LA135-45 • Caribbean History

### SCHOOL OF CRIMINAL JUSTICE

CJ101-44 • Introduction to Criminal Justice
CJ105-44 • Introduction to Corrections
CJ205-44 Criminal Procedure and Practice
CJ210-44 • Criminal Investigation
CJ211-44 • The Police and the Community
CJ212-44• Ethical Issues in Criminal Justice
CJ292-44• Seminar in C.J. Studies
CJ300-44•Current Issues in C.J.
CJ311-44• Organized Crime and Gangs
CJ320-44 • Diversity in the Criminal Justice System
CJ492-44 • Senior Seminar
CJ492-45 • Senior Seminar
LA240-44 • Introduction to Criminology
LA241-44•Juvenile Delinquency
LA242-44 • Victimology
LA243-44 • Introduction to Human Services
LA245-44 Counseling Theory
LA246-44 • Child Abuse