

# Getting Started & FAQs

## Hello and Welcome to BUS 101 DL – Introduction to Business

I am thrilled you want to join this class! This “letter” will help you understand and begin **Introduction to Business** distance learning class.

## Answers to Common Questions:

### 1. What are the minimum computer requirements for this class?

The following list gives the minimum requirements for e-Learning courses:

#### Windows (PC) Pentium or Higher

1. Windows 2000, XP, Vista, Windows 7  
64 megs for 2000 and higher
2. Reliable Connection to Internet  
56K modem or higher
3. Firefox 2.0 or Internet Explorer 6.0 Browsers  
or higher
4. CD ROM or DVD drive
5. Audio & video capability
6. Personal email capability
7. MS WORD processing

#### MAC Computer

1. Mac equivalent (PPC) Mac OS 9.0 or higher  
132 megs RAM
2. Reliable Connection to Internet  
56K modem or higher
3. Firefox 2.0 or Internet Explorer 6.0  
Browsers or higher
4. CD ROM or DVD drive
5. Audio & video capability
6. Personal email capability
7. MS WORD processing

Additional information is available by clicking [HERE](#).

### 2. What can I use to access this online course?

Access to a computer and the internet are required for this course. Schedule regular time to use NSCC campus computer lab, library computer (check for their time limits), and/or have access at home. Use Firefox or Internet Explorer 7 or Internet Explorer 8 set to “compatibility” view for the best access and homework submissions.

### 3. What happens if some of the class features do not work properly?

First check to see if there is a computer set-up problem. Do not use the AOL browser which has been problematic for online courses at many colleges. Secondly, check to see if there is a firewall problem. If you are using a work place computer, try accessing the class from your home computer (many employers have firewalls designed to prevent access to interactive websites). Thirdly, if you still have difficulties, try accessing the class through the Open Computer Lab on campus. Lastly, check in with the Distance Learning Office at [distance@sccd.ctc.edu](mailto:distance@sccd.ctc.edu) or call 206-527-3738 (M-F from 8:30-5pm PST) for more help. They are GREAT!

For **Connect** issues, please contact McGraw-Hill Publisher and Connect Technical Support; [www.mhhe.com/support](http://www.mhhe.com/support) or Phone - 800-331-5094 (Sun 4pm-9pm, M-Th 6am to 9pm and Fri 6am-4pm Pacific Standard Time). The publisher provides free **Connect** to those who buy new or used books through

NSCC bookstore and Amazon.com. Be sure you ask for the Connect Access Code when you buy your textbook. You can buy the Connect Access Code from NSCC Bookstore if you get the textbook elsewhere.

#### **4. Do you have room for me in your class?**

You can see if there is space available in a class by going to NSCC home page > Quarterly Class Schedule > Online Schedule > Courses > Course Name. (Specific class).

#### **5. Will you overload me into your class?**

Overloads, if any, will be accepted in order from the waiting list. The college automatically puts students into the class from the waiting list if previously enrolled students withdraw. You may add yourself to the waiting list through registration. It is best to register early to assure yourself a place in the class.

#### **6. I need the financial aid attendance verification. How do I get it?**

Send me an email to [nancyadelson@comcast.net](mailto:nancyadelson@comcast.net) after the first day of the quarter. Put "Attendance Verification" in the subject line. Request financial aid verification and include your name, student ID#, the class name and number. I will forward it to Financial Aid staff and notify you that it's been done. This request must be sent AFTER the first day of the class.

#### **7. I am a tuition waiver student. Can you save a space for me?**

I am sorry, but I cannot save a space for you. Tuition waiver students may register after the sixth day of the quarter. However, the paying students have priority. This usually means the class will be full with a waiting list. If there is an opening in the class on the sixth day, you are welcome to register.

You must email me with your request to join the class. If/when accepted, I will email you my permission and copy [distance@sccd.ctc.edu](mailto:distance@sccd.ctc.edu). You can use that email to register for the class and you will then be loaded into ANGEL. You will be able to begin participating within 48 hours.

#### **8. Do I have to come to campus at any time?**

No. All activities and assignments, including quizzes, are completed online. However, you can meet me or make an appointment to see me during my on-campus office hours. If you come on campus, you can also take advantage of all our campus support services, resources, and computer labs.

#### **9. I will be out of the country during the quarter. How will that effect my taking the class?**

It will have no effect. You can complete all activities, assignments, and quizzes, if you have a computer and a good internet connection wherever you are. If you do not have these, it is best not to take a distance learning class.

You may email me with your planned missed dates and complete all required assignments early EXCEPT you will not be able to participate in the class discussion and earn those points if you don't have an internet connection. You can only earn points and participate in the class discussion forum during that posted week.

#### **10. How can I get started before the class begins?**

You can start reading the first few chapters of the text. We will cover two or three chapters per week starting with Chapter 1 in your required textbook and complete Chapter 20 during the last week of the

quarter. You can review the syllabus and its listed links which will be emailed to you approximately one week before the quarter starts. You can also review the **Student Technical Support** and **How To** tutorials that will help you with our distance learning program called ANGEL:

<http://webshares.northseattle.edu/elearning/ANGELims/Student/> and/or the **ANGEL Student Quickstart Guide** by clicking;

[http://webshares.northseattle.edu/elearning/ANGELims/Student/ANGEL\\_73\\_Student\\_Quickstart\\_Guide%5b1%5d.pdf](http://webshares.northseattle.edu/elearning/ANGELims/Student/ANGEL_73_Student_Quickstart_Guide%5b1%5d.pdf).

You should immediately register and start using **Connect** by clicking [http://connect.mcgraw-hill.com/class/n\\_adelson\\_elearning\\_bus101d\\_spring\\_2011](http://connect.mcgraw-hill.com/class/n_adelson_elearning_bus101d_spring_2011)

You can learn more about Connect by viewing this PowerPoint Presentation by clicking [http://facweb.northseattle.edu/nadelson/bus101/Connect\\_Introduction\\_Presentation.ppt](http://facweb.northseattle.edu/nadelson/bus101/Connect_Introduction_Presentation.ppt). **Connect** provides Narrated PowerPoints for each chapter, extra credit quizzes and the assigned video case studies and accompanying multiple choice quizzes.

### **You should also do the following:**

1. Read the syllabus thoroughly.
2. Examine the course schedule carefully to familiarize yourself with the work requirements and distribution over the duration of the quarter.
3. Arrange your time over the next quarter to accommodate the demands of the coursework.
4. Log on to ANGEL, Click on the Lessons Tab, Read the General Course Information.
5. Complete the activities found in the Week One folder and each following Week folder. Your first week assignments include using the Discussion Forum and setting your personal preferences for the class. (So you can review the tutorials early for these assignments.)
6. Register on Connect.

### **11. What are the textbook requirements?**

**REQUIRED TEXTBOOK:** *Understanding Business, 9<sup>th</sup> Edition, 2010*; Nickels, William J., McHugh, James M. and McHugh, Susan M. Irwin; McGraw – Hill Publishers; ISBN 9780077398118. If you buy a used book NOT from NSCC Bookstore or Amazon.com OR rent a book from NSCC, then you must buy a Connect Access Code.

#### **RECOMMENDED MATERIALS (Not required to purchase):**

*Resumes Cover Letters Networking & Interviewing 3e*; 2010; Eischen and Eischen, Thomson/South Western Publishers

**Relevant Periodicals and/or newspapers** like; Black Enterprise, Business Week, Economist, Entrepreneur, Forbes, Fortune, Harvard Business Review, Hispanic Business, Money, Newsweek, Puget Sound Business Journal, Seattle Post – Intelligencer, Seattle Times, Time, Wall Street Journal. Many can be found in the NSCC library, local libraries, or online.

**ONLINE WEBSITE THAT SUPPORTS REQUIRED TEXTBOOK:** **Connect** provides PowerPoints, extra credit chapter quizzes and required video case study assignments: [http://connect.mcgraw-hill.com/class/n\\_adelson\\_bus101\\_dl](http://connect.mcgraw-hill.com/class/n_adelson_bus101_dl)

**GUIDE FOR BUSINESS RESEARCH** including tools for starting a small business and for researching companies (also helps with your final project) created by Jennifer Wu, NSCC Librarian specifically for my BUS 101 students: [http://facweb.northseattle.edu/jwu/Business\\_Research.htm](http://facweb.northseattle.edu/jwu/Business_Research.htm)

You can purchase the textbook(s) online or in NSCC bookstore. Please go to the NSCC Bookstore site for online purchases and more information at <http://www.northseattle.edu/services/bookstore.htm>.

## 12. Where can I read the syllabus?

The final syllabus is always available on the class website/home page (see below). You will gain access to the course website usually on the Friday before the quarter begins or the first day of class.

## 13. Where can I find more information about this class and about the professor?

Click [HERE](#).

## 14. May I work ahead on my assignments?

**Yes!** All your assignments are listed in your weekly folders under the **Lessons** Tab and can be viewed and worked on any time and will be accepted early. However, the required Discussion Forum Posts and Replies can only be completed during the listed week. You want to be sure to complete all your assignments by the listed due date and time. You can see all your due dates by clicking the **Calendar** Tab on your BUS 101 home page or **Milestones** in your left side bar once you're off the course home page. You can also complete one or all the listed extra credit projects any time during the quarter prior to their due date. (They are located at the bottom of **Weeks** Folders in the **Lessons** Tab.)

## Getting Started:

### How to get started:

You will be able to access the class website below on the first day of the quarter or sometimes on the Friday before the first day of class.

### To get to the class website:

1. Go to: <http://northseattle.angellearning.com/> and you will see "Log in to Angel" (Click on this). Bookmark this site for easy access later.
2. For "User Name", put in your **entire student id number**
3. For Password, put in your **entire student id number**
4. Click "Log on"
5. Click on "**BUS 101 Introduction to Business (Adelson-Online) SU10**"

You will see the Introduction to Business class website.

### On the class home page, you will find the following "nuggets" and tabs:

#### **Nuggets are located on the home page with the following headings:**

**"Public Announcements"**: They appear when you log onto ANGEL and should be read.)

**"Course Announcements"**: This will display all announcements relating to your class.

**"Syllabus"**: You can get a copy of the course syllabus by clicking "Course Syllabus" (in blue font).

The syllabus will answer almost any question you have regarding the format and requirements of the class; please read all of it and refer to it during the quarter.

**"Live Office Hours"**: Click on the date and time (in blue font) to chat live on-line with me during my posted weekly live office hours.

**"Course Resources"**: Click on the "[+] Useful Links" and "[+] Course Information". This takes you to course resources that you will find very helpful.

**"Course Mail"**: This is for emailing and viewing all your emails after class begins.

**"Course Roster"**: To view a list of the students in class, click on "Course Roster" (in blue font). Your first assignment is to add your information to this Roster. You may do so by editing the Personal

Information found on your Personal Preferences button (the icon in the sidebar on your left that looks like a head (second from the bottom of icons). You can choose who is authorized to view this information. You must allow all “students” in this class to view your “About Me” and your photo. The rest is your option. Please use care when posting personal information. Do not post information such as your address or phone number for students to view.

**Tabs, are located across the top of the page with the following headings:**

**“Course”--tab at top: 1<sup>st</sup> tab from left:** Click here to go to the class homepage which displays important course information and the above listed Nuggets (except the Public Announcements.)

**“Calendar”--tab at top: 2<sup>nd</sup> tab from left:** Click to see when your assignments and quizzes are due at a glance in a calendar format. These items are briefly described in the syllabus and elaborated on in your “Weekly Lessons” which are found by clicking the “Lessons” tab at top. You may use the calendar to add your personal items if you choose to.

**“Lessons”--tab at top: 3<sup>rd</sup> tab from left:** After clicking “Lessons”, start at the top of the page and scroll your way down. Click to view General Course Information and Instruction, Extra Credit Opportunities and your assignments. Click to view your weekly assignments and Chapter PowerPoint Presentations. By clicking on the “Week” and number, you will find everything you will need for the week in that week’s folder: the required reading (in the subtitle under the “Week #”), the PowerPoint Presentations, the assignments, the Discussion Forum questions (with the chapter it relates to as the subtitle in the folder), the case studies, and/or quizzes. There will be a folder for each required activity with a short title for the week (i.e. “W1 Discussion” means the first week’s Discussion Forum question.) All posted discussions must be completed and submitted by the end of the lesson week, which is 9:00 am Pacific Standard Time on Mondays.

**Inside the Discussion Folder, you will find “Discussion Forums”:** Here is where you can go to post your responses to required Discussion Questions and to give and receive replies from other students in the class. This is the equivalent of classroom discussions and is a regularly graded activity for this class. You can also post questions about the material we’re covering so other students can help you and the class by answering/replying. Click [HERE](#) for more details.

**“Personal Preferences”--icon in left toolbar: 2<sup>nd</sup> from the bottom of icons: Please do this immediately!** Click on the personal preferences button, (the icon in the toolbar/sidebar on your left that looks like a head), to add your email address to the Personal Information Page. This will give you the opportunity to reset your password should you forget it. **This is an important step** and this also represents your first assignment.

**Emails:**

**Before you email me**, please read the syllabus, the text, review that the PowerPoints for the chapter, and post your question in the Discussion Forum. IF those approaches don’t help OR you have a personal question, then please email me through ANGEL.

When you email me, please indicate which class you are in, and: (1.) quote the passage in the syllabus (with page number), or text (with page number), or assignment section you do not understand, then (2.) discuss why you do not understand it, and ask me your question(s). This will help me answer your question(s) more completely.

**Technical Support:** Receive Student Technical Support and “How To” tutorials that will facilitate using our distance learning program called ANGEL:

<http://webshares.northseattle.edu/elearning/ANGELims/Student/>.

Obtain more assistance by going to the "Student Information and Help Desk":  
<http://www.virtualcollege.org/resource>.

If you're still having technical or program trouble, you can email or call North's e-Learning Support Center:  
Phone - 206-527-3738, Email - [distance@sccd.ctc.edu](mailto:distance@sccd.ctc.edu)

**If you do not have PowerPoint on your computer:**

Most computers with Microsoft Office software will be able to view Power Points and play WMA recordings. If you do not, here are some places that will help.

Here are links for the PowerPoint viewer. They should be free downloads.

Power Point Viewer for a PC

<http://www.microsoft.com/downloads/details.aspx?familyid=048dc840-14e1-467d-8dca-19d2a8fd7485&displaylang=en>

PowerPoint viewer for the Mac

<http://www.microsoft.com/downloads/details.aspx?FamilyID=e25cb1e5-209c-4a58-b283-23e84b616477&DisplayLang=en>

Another cross platform product that can play PowerPoint slides:

Try the free download called "Open Office" has a section called "Impress" that will play PowerPoint presentations. It also can be used on a PC or a Mac. This can be found at: <http://www.openoffice.org/>

**If you do not have a WMA player (for recordings) on your computer:**

To listen to the class recordings, you need to download a copy of Windows Media Player.

For a PC, go to:

<http://www.microsoft.com/downloads/Browse.aspx?displaylang=en&categoryid=4>

For Mac, go to:

<http://www.microsoft.com/windows/windowsmedia/player/mac/mp9/default.aspx>

Thank you for registering for BUS 101! Look forward to meeting you online this quarter!

Thank you,

*Nancy*

Professor Nancy JG Adelson