

## Login Directions for GBUS 5 online

Greetings and thanks for enrolling in GBUS 5, the online General Business course at Long Beach City College. Course activities will begin the first scheduled day of the semester, at which time you will be able to login to the course website. There will NOT be an on-campus orientation.

To obtain your password and login address for this course, please follow the directions in the *Course Access* section below, although you already should have received an email from Distance Education which contained some of this same information. If you have not received an email from DE you may have forgotten to register with them at <http://www.lbcc.edu/ole.html> (click on Student Self-Service to update your student information).

Since there will NOT be an on-campus orientation, you MUST email me at [gbus5mm@lbcc.edu](mailto:gbus5mm@lbcc.edu) as soon as possible to confirm your enrollment. There are always a large number of petitioners for this course, and if I have not received an email confirmation from you by the first day of the semester I will assume that you will not be attending and I will drop you and give your seat to a petitioner (the same as not showing up on the first day in the classroom).

**FOR PETITIONERS:** If this class is closed please make sure you still enroll as a petitioner. I will not be making petition decisions until the first day of the semester, at which time my decisions will be based strictly on the sequenced petition numbers generated by our Student Self Services system. Please keep in mind, however, that if someone drops the class prior to the beginning of the semester the Self-Service system will automatically fill the vacancy from the list of petitioners. Therefore, if you keep checking-in you might be one of the lucky petitioners who gets bumped into the class.

In the meantime, if you want to get a jump on things, the textbook that we will be using is: Foundations of Business - 2ed. (Pride, William M., Robert J. Hughes and Jack R. Kapoor): South-Western, Cengage Learning, 2010. The Viking Bookstore provides a convenient location for your new and used textbook needs, although there are certainly a variety of other options, so feel free to shop online or in other local bookstores. You can also purchase a subscription to an e-text from the textbook publisher.

Quite often I'm asked about the need to purchase textbooks, since the cost of textbooks can be prohibitively high. Textbooks are an important learning tool and will be used extensively throughout this course. A recent older edition will also work if you locate such an option, although chapter numbers do sometimes change and you may need to make adjustments to your reading and assignment plans.

There is also another textbook option that I have begun to use. You can go to the following link to access a FREE textbook: <http://www.flatworldknowledge.com/mcmullen/introduction-business> . You will be asked to create a new user account and then will be able to locate our Introduction to Business section, where you will be able to navigate the pages of the textbook for free. It's very easy once you get the hang of it and it will work just fine for our course, although you will need to coordinate the chapter numbers with our course website. Additionally, if you are interested, there are a number of purchasing options on this site.

I also would suggest that you access the LBCC Distance Learning website < <http://de.lbcc.edu/> > and click on the "Resources for Students" button. The Resources page contains a number of very useful links designed to help you prepare for this course and will definitely contribute to your success in online coursework.

And finally, please keep in mind the importance of communicating in a professional manner while in this course. There will be more about this when you login to the course website and go through the online orientation, but until then please remember 2 things:

- First, this is a college course and college-level standards apply to all communications. Misspellings, poor grammar and email/IM slang are not conducive to a professional atmosphere.
- Second, as of right now, address all email correspondence to [gbus5mm@lbcc.edu](mailto:gbus5mm@lbcc.edu). It is also important to remember that whenever you email me please include your name and the course name in the Subject: box. It would look like this: Subject: Jane Smith, Gbus5 ol. If you do not address your emails in this manner I may not receive them.

### **Course Access Information** (from the folks at Distance Education)

1. Add the email address [de@lbcc.edu](mailto:de@lbcc.edu) to your contacts list in your email account. (This is to avoid the new password ending up in your spam folder. Even if you have received e-mails from [de@lbcc.edu](mailto:de@lbcc.edu) before, you may still need to add it to your contacts list.)
2. Launch your browser (e.g., Internet Explorer, FireFox, etc.) and Access the LBCC e-Learning Zone at the following URL: <http://ezone.lbcc.edu> .
3. **Do not** attempt to login with **your PeopleSoft password**. Instead, look down the page and click on <New User? Obtain your password>.
4. Now, enter your 7 digit student ID and your email address (the address you provided on PeopleSoft. If you have not yet updated your e-mail on PeopleSoft, follow the instructions on the e-Zone page. Be sure Email Type is set to "Home" in PeopleSoft.)
5. Your new e-Zone password will be emailed to you. Once you have received your new e-Zone password, log in at <http://ezone.lbcc.edu> and enter your ID and the new password that was sent to you.
6. Once you enter the e-Zone course portal, change your password on the "My Profile" option and save your password in a secure place.
7. You can access the actual course website between the official LBCC Begin Date and End Date of your course. (Check the e-Courses schedule for dates.)

When you enter the course site, you will see that all of your navigation is done through the buttons on the left. Please make time to become familiar with the course website and then pay very close attention to the online Orientation. It has been my observation that the students who pay close attention to the Orientation have a much easier time in this course. If you have any questions, post them in the Discussion Forums and I'm sure one of your fellow students will be able to help you out.

Thanks, and I'm looking forward to an enjoyable semester together.

**MYKE McMULLEN ... Long Beach City College**

DEPARTMENT CHAIR - Business Administration

ASST. PROFESSOR - Marketing/Management