



BLENDED COURSE INFORMATION

Fall 2009 Semester

COURSE: WPR 102 L1

INSTRUCTOR: D. Miller

Word Processing I

EMAIL: dpmiller@monroeccc.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 Blackboard, 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 a **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 their own computer and Internet connection; technical issues are NOT acceptable excuses for not keeping up with due dates

It is also the student's responsibility to log into Blackboard on a regular basis. It is essential to log into Blackboard regularly to keep up with communication and assignments.

Blackboard

Blended courses use Blackboard 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 Blackboard and maintain their computer setup to work properly with Blackboard.

The Blackboard Login can be found on the College's webpage, www.monroeccc.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

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 Blackboard site.

More information on following page . . .

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| COURSE DESCRIPTION | <p>Word Processing I is designed to develop proficiency in the operation of word processing software using a microcomputer system. Course content focuses on creating, saving, retrieving, editing, formatting, enhancing, printing, and merging a variety of documents. Content also includes file management, introduction to microcomputer operating systems and terminology, and use of the Internet and e-mail.</p> <p>The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.</p> |
| COURSE BEGINS | Thursday, August 27, 2009 |
| COURSE ENDS | Tuesday, December 15, 2009 |
| PREREQUISITE | EOS 102 or ADMN 102 or 131 or equivalent keyboarding skills |
| REGISTRATION PROCESS | Students must register for the course through the College's regular registration process. |
| COURSE MATERIALS AND TEXTBOOK INFORMATION | <p>Textbook information can be found on the MCCC Bookstore's webpage, http://www.monroeccc.edu/bookstore/. Textbook information is posted approximately one month prior to the beginning of the semester.</p> <p>IMPORTANT: Make sure when identifying which course you are enrolled in, you get the materials for the BLENDED version of the course. Blended course materials are not necessarily the same materials as the face-to-face class.</p> <p>Please contact the MCCC Bookstore for additional information, 734.384.4140.</p> |
| ON-CAMPUS MEETINGS | <p>Week of September, 28 for Test 1.</p> <p>Week of December, 7 for Test 2.</p> |
| COURSE EXPECTATIONS | <ul style="list-style-type: none"> ➤ Read the assigned materials. ➤ Complete and submit all assignments in the order given. ➤ Take all theory/performance tests and quizzes. ➤ Complete Comprehensive Review Problems. ➤ Complete, proofread, edit, and submit by the due date all assignments using Microsoft Word® 2007. |
| BLACKBOARD SYSTEM REQUIREMENTS | <p><u>Browser Requirements:</u></p> <ul style="list-style-type: none"> • Internet Explorer 6.0 or higher or Mozilla Firefox 2.0 or higher; or Safari 2.0 or higher • AOL not recommended. If using AOL, please minimize the window and open your web browser in a new window • JavaScript must be enabled • Cookies must be enabled • Java must be enabled |

More information on following page . . .

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| <p>BLACKBOARD SYSTEM REQUIREMENTS, CONTINUED . . .</p> | <p><u>Software Requirements:</u></p> <ul style="list-style-type: none"> • Microsoft Word 2000 or higher is required • Microsoft Office Suite is recommended • Adobe Reader 7.0 or higher <p><u>Other System Requirements:</u></p> <ul style="list-style-type: none"> • High speed or broadband internet connection recommended; 56K connection is required • Video and sound cards are recommended • CD-ROM drive (minimum 16x speed is suggested) |
| <p>COURSE SPECIFIC SOFTWARE</p> | <p>Microsoft Office (Word 2007)</p> |
| <p>WHERE DO STUDENTS START</p> | <p>Students must e-mail the following information to the instructor at dpmiller@monroeccc.edu by Wednesday, August 26, 2009:</p> <ul style="list-style-type: none"> • student number • MCCC student email address • mailing address • telephone number • AND confirmation of access to <i>Microsoft Word 2007</i>. <p>Check your Blackboard login for class materials</p> |
| <p>OTHER INFORMATION</p> | <p>The only way students may obtain additional information about this course and its requirements are by emailing the instructor: Dave Miller</p> <p>EMAIL: dpmiller@monroeccc.edu</p> |
| <p>[DATE]</p> | <p>August 09</p> |