



ONLINE COURSE INFORMATION

Spring 2010 Semester

COURSE: ENGL 102 L2

INSTRUCTOR: J. Locher

Business Writing

EMAIL: jlocher@monroeccc.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. 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 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

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.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.

NEED HELP?

For assistance **logging** into **Blackboard** and **Student Email**: 734.384.4234

Other Blackboard related questions:
734.384.4328

More information on following page . . .

COURSE DESCRIPTION	<p>This course emphasizes communication skills for business and technical careers. Special emphases include preparing a resume, oral briefing and practicing skills for effective job interviews. Students will also develop skills in writing all types of business letters and reports.</p> <p>The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.</p>
COURSE BEGINS	Monday, May 17, 2010
COURSE ENDS	Saturday, June 26, 2010
PREREQUISITE	ENGL 101 or ENGL 151
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process.
PROCTORED EXAMS OR ASSIGNMENTS	<p>Students are required to come to campus for a proctored final examination. Special arrangements will be made for students not within commuting distance. See information below about Test Proctoring. You will be required to bring one hard copy capstone project and one job portfolio to campus and drop off in C207 or mail postmarked by the due date to the instructor's address.</p>
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	<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.monroeccc.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>
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 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	All assignments for this course will be available online. This course has weekly deadlines. You may work ahead on assignments, but late work is not accepted.

More information on following page . . .

<p>BLACKBOARD SYSTEM REQUIREMENTS</p>	<p>Browser Requirements</p> <ul style="list-style-type: none"> • Internet Explorer 8, 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 <p>Software Requirements</p> <ul style="list-style-type: none"> • Microsoft Word 2007 is recommended • Microsoft Office Suite is recommended • Adobe Reader 7.0 or higher <p>Other System Requirements</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 Word 2007 or higher and have experience creating documents in Microsoft Word. Knowledge of how to create graphs using Excel.</p>
<p>WHERE DO STUDENTS START</p>	<p>Students are expected to log into Blackboard on the first day classes begin using the instructions above. Start with the Announcements for further instructions.</p>
<p>[3.9.10]</p>	