



BLENDED COURSE INFORMATION

Winter 2009 Semester

COURSE: ADMN 135 B1

INSTRUCTOR: J. Penny

Intermediate Keyboarding

EMAIL: jpenny@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.

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>Intermediate Keyboarding is taught with word processing-like software. The course includes the development of speed and accuracy and the production of business letters, tables and manuscripts.</p> <p>The complete Outline of Instruction can be found at http://www.monroecc.edu/outlines/.</p>
COURSE BEGINS	Monday, January 18, 2010
COURSE ENDS	Saturday, May 8, 2010
PREREQUISITE	Touch keyboarding skills of 40 wpm.
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.monroecc.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>Required attendance at orientation on main campus in Rm. E-123 on Saturday, January 16, from 9 a.m. to 12 noon. If you are unable to attend this orientation, you must drop the course.</p> <p>Bring to orientation the textbook and User Guide. (Read the User Guide several times before you arrive.) Especially note pages 11 and 12 for Error Checking and Marking.</p>
COURSE EXPECTATIONS	There will be weekly deadlines for all assignments to be completed. You will be permitted to work ahead, but late work will not be accepted.
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 . . .

<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>Course materials are not MAC compatible.</p>
<p>WHERE DO STUDENTS START</p>	<p>Students must have reliable Internet capabilities. You must e-mail the instructor, Mrs. Penny, at jpenny@monroeccc.edu using your my.monroeccc.edu e-mail address no later than January 12, 2010, with the following information: Name, course number, valid e-mail address, student ID, and telephone number. Include your name and course number with the section number in the subject line (Mary Smith ADMN 135.B1) each time you contact the instructor.</p> <p>Prior to the start of the term, the student will be receiving a reply e-mail with attachments from Mrs. Penny.</p> <p>Students not meeting the deadline stated above, should drop the class immediately to avoid receiving a failing grade for the course.</p> <p>It is the student's responsibility to learn how to navigate the Blackboard course site. Visit the Student Resource Center at http://bb.monroeccc.edu. When you log into the Blackboard system you will find the Student Resource Center listed in your My Courses box.</p>
<p>OTHER INFORMATION</p>	<p>Students SHOULD NOT attempt to access the course prior to the orientation session with the instructor.</p> <p>For additional information, you should visit the College's website at http://www.monroeccc.edu.</p>
<p>[11.16.09]</p>	