



## ONLINE COURSE INFORMATION

### Winter 2010 Semester

COURSE: MATH 090 L1

INSTRUCTOR: George Hudak

Basic Mathematics Skills

EMAIL: [ghudak@monroeccc.edu](mailto:ghudak@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](http://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>Basic Mathematics Skills will provide instruction in elementary arithmetic skills, mathematical operations and their applications, with early introduction to integers and algebraic concepts. This approach provides for students the necessary tools to succeed in developmental math and prepares them for future math courses. The content of the course includes operations with whole numbers, whole-number and decimal fractions, ratio and proportion, percent, introduction to variables and algebraic concepts, emphasis on problem-solving skills, vocabulary comprehension, real-world applications and calculator fundamentals. Some topics must be completed without the use of a calculator. The purpose of the course is to prepare students for the transition from arithmetic to algebra.</p> <p>The complete Outline of Instruction can be found at <a href="http://www.monroeccc.edu/outlines/">http://www.monroeccc.edu/outlines/</a>.</p>
COURSE BEGINS	Friday, January 15, 2010
COURSE ENDS	Saturday, May 8, 2010
PREREQUISITE	None
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process.
PROCTORED EXAMS OR ASSIGNMENTS	None, all coursework is done online.
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	<p><b>Some</b> 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 <a href="http://www.monroeccc.edu/rctc/index.htm">http://www.monroeccc.edu/rctc/index.htm</a>. 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, <a href="http://www.monroeccc.edu/bookstore/">http://www.monroeccc.edu/bookstore/</a>. Textbook information is posted approximately one month prior to the beginning of the semester.</p> <p><b>IMPORTANT:</b> 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 class assignments and tests are administered and evaluated online.

*More information on following page . . .*

BLACKBOARD SYSTEM  
REQUIREMENTS

Browser Requirements:

- 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

Software Requirements:

- Microsoft Word 2000 or higher is required
- Microsoft Office Suite is recommended
- Adobe Reader 7.0 or higher

Other System Requirements:

- 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)

COURSE SPECIFIC  
SOFTWARE

Download appropriate plugins available at  
<http://www.aleks.com/downloads>

WHERE DO  
STUDENTS START

Please email me using the MCCC Student Email System, immediately after you register for the course at [ghudak@monroecc.edu](mailto:ghudak@monroecc.edu). This will let me know that you are able to use the MCCC Student Email System. This is very important since you, as an online student, are required to use your MCCC sponsored student email address for communication purposes.

On the first day of classes of Winter Semester 2010, access to the class site on Blackboard will be available. The Blackboard Login information can be found on the College's webpage, [www.monroecc.edu](http://www.monroecc.edu). Information on student usernames and passwords can be found on the Student Support tab on the Blackboard site. The class site will not be available before the first day of classes, ***Friday January 15, 2010.***

Follow the directions in the Announcement posted on Blackboard to access the course syllabus and complete instructions, including the necessary course code for accessing the ALEKS software. Immediately print and read this information. This course code, together with the access code contained in the ALEKS student packet purchased from the bookstore **are both necessary** to register online as an ALEKS student.

Access ALEKS immediately.

OTHER INFORMATION

For more information, contact the instructor, George Hudak, at [ghudak@monroecc.edu](mailto:ghudak@monroecc.edu).

**The coursework for this class will be EXCLUSIVELY through the ALEKS software. If you need assistance with ALEX, please contact the instructor or the technical support included in the User Guide.**

[UPDATED 12.4.09]