



ONLINE COURSE INFORMATION

Winter 2010 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 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>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	Friday, January 15, 2010
COURSE ENDS	Saturday, May 8, 2010
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.
PROCTORED EXAMS OR ASSIGNMENTS	Students will be required to take two proctored tests. Arrangements will be made for students not within driving distance of the MCCC campus, see information below about Proctored Exams. Students will be able to schedule a convenient time to complete the test during the week of the exam.
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	<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.

More information on following page . . .

<p>BLACKBOARD SYSTEM REQUIREMENTS</p>	<p><u>Browser Requirements:</u></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><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, January 13, 2010:</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 Blackboard 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, dpmiller@monroeccc.edu</p>
<p>[11.24.09]</p>	