



## BLENDDED COURSE INFORMATION

### Fall 2021 Semester

COURSE: ENGL 151 B4

INSTRUCTOR: I. Dixon

English Composition I

EMAIL: [idxon@monroeccc.edu](mailto:idxon@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 Brightspace, 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 his or her own computer and Internet connection; technical issues are NOT acceptable excuses for not keeping up with due dates
- Having access to a printer if needed for personal use of online materials

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

### Brightspace

**Blended** courses use Brightspace 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 Brightspace and maintain his or her computer setup to work properly with Brightspace.

The Brightspace Login can be found on the College's webpage, [www.monroeccc.edu](http://www.monroeccc.edu).

**Brightspace 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 Brightspace site.

### NEED HELP?

**BRIGHTSPACE HELP DESK:** 734.384.4328  
or [elarning@monroeccc.edu](mailto:elarning@monroeccc.edu)

**COLLEGE EMAIL:** 734-384-4328

**WEBPAL:** 734-384-4333

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| <p>COURSE DESCRIPTION</p>                        | <p>This is the core course in English composition. It covers primarily expository writing, grammar, analysis and punctuation. Emphasis is placed on structure, style and appropriate usage. This course transfers to most four-year colleges and universities as the introductory writing course. Students will produce and edit a variety of written documents.</p> <p>The complete Outline of Instruction can be found at <a href="http://www.monroecc.edu/outlines/">http://www.monroecc.edu/outlines/</a>.</p>   |
| <p>COURSE BEGINS</p>                             | <p>Wednesday, August 25, 2021</p>  |
| <p>COURSE ENDS</p>                               | <p>Monday, December 13, 2021</p>   |
| <p>REGISTRATION PROCESS</p>                      | <p>Students must register for the course through the College’s regular registration process.</p> <p>If you are a first-time blended student at MCCC you must complete an online orientation course (ONL-001). You will be automatically enrolled into the online orientation course, which will provide you with critical information on the technical, study, reading and writing skills necessary to be a successful blended student. This course will be listed in your MyCourses module in Brightspace and there will be 4 modules to complete. Please note that all four modules will NOT be visible when you first login, but will become visible once you complete the requirements for each module. Please complete <b>FL2021-ONL-001-L1 by August 21, 2021</b>. Failure to complete the online orientation by the above date may result in <u>de-registration from your Fall 2021 blended course</u>.</p> |
| <p>SCHEDULED MEETINGS</p>                        | <p>12:30 pm – 1:50 pm – Mondays &amp; Wednesdays – V ZOOM<br/> Our initial Zoom meeting will be Wednesday, August 25th during your class time. The meeting ID is <b>652 360 8149</b> and the password is “Writing”.</p> <p>There will be required remote class meetings at scheduled class times.</p>  |
| <p>COURSE MATERIALS AND TEXTBOOK INFORMATION</p> | <p>Textbook information can be found on the MCCC Bookstore’s webpage, <a href="http://www.monroecc.edu/bookstore/">http://www.monroecc.edu/bookstore/</a>. Textbook information is posted approximately one month prior to the beginning of the semester.</p> <p><b>IMPORTANT:</b> Please ensure you are validating the entire course name and number when searching for and selecting books to purchase on the Bookstore website. Required texts for classes can vary depending on instructors or if the classes are being held online.</p> <p>Please contact the MCCC Bookstore for additional information, 734.384.4140.</p>  |
| <p>COURSE EXPECTATIONS</p>                       | <ol style="list-style-type: none"> <li>1) Keep up with your work, I cannot stress how important this is</li> <li>2) Attend your zoom meetings – Log in 10 minutes prior to your class start time. If you’re late logging in (after the Zoom session has started), you will not be allowed to enter the virtual classroom</li> <li>3) During Zoom meetings, you must display your full name for attendance purposes</li> </ol>  |

4) Participate in discussion board questions. Answer thoughtfully, respond thoughtfully.  
Read the assignment choices carefully, follow the instructions.

**Browser Requirements:**

**Desktop Support**

| Browser           | Supported Browser Version(s) | Maintenance Browser Version(s) |
|-------------------|------------------------------|--------------------------------|
| Microsoft® Edge   | Latest                       | N/A                            |
| Mozilla® Firefox® | Latest, ESR                  | N/A                            |
| Google® Chrome™   | Latest                       | N/A                            |
| Apple® Safari®    | Latest                       | N/A                            |

For the most current Brightspace operating system and browser requirements, please go to [https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm?Highlight=browser](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser) and access the Desktop support section.

**Software Requirements**

- Download/access web-based Microsoft Office applications:
1. Go to [www.monroecc.edu](http://www.monroecc.edu) and click CURRENT STUDENTS
  2. Next click on EMAIL from the list of links on the left, it will open another window
  3. Click EMAIL LOGIN, then log in with your entire MCCC email address (e.g., [tperson23456@my.monroecc.edu](mailto:tperson23456@my.monroecc.edu)) and your email password, which initially is your seven-digit student ID#.
  4. Click on the **9-dot square** in the upper left corner next to the word "Outlook", some Office Suite icons appear
  5. Click on the **Office 365 with an arrow** link, more Office Suite icons appear
  6. Finally, click on the **Install Office link** and follow the instructions *\*NOTE there are links in the instructions if you have difficulties installing the software. Please use those links to resolve any possible installation issues.*

FYI - You will not be able to download Microsoft Office until the first day of the semester.

**Other System Recommendations**

- Broadband internet connection
- Webcam

BRIGHTSPACE  
SYSTEM  
REQUIREMENTS

COMPUTER  
REQUIREMENTS

PC or Mac computer systems with Windows 10 (or Mac equivalent OS) is required.

|                                  |   |
|----------------------------------|---|
|                                  | <p><b>Chromebook Use Limitations:</b> Chromebooks cannot be used for courses requiring Microsoft Office applications (e.g., CIS 130, CIS 109, etc.). Additionally, Chromebooks may not work with when taking quizzes requiring <i>Respondus Lockdown browser in Brightspace</i>.</p> <p><b>Mac Computer Use Limitations:</b> The Microsoft Access application does not work on a Mac.</p>   |
| <p>COURSE SPECIFIC SOFTWARE</p>  | <p>Microsoft Word, Zoom</p>   |
| <p>WHERE DO STUDENTS START</p>   | <p>Our initial Zoom meeting will be Thursday, August 26th during your class time. The meeting ID is <b>652 360 8149</b> and the password is "Writing".</p>  |
| <p>OTHER INFORMATION</p>         | <p>Please read your syllabus CAREFULLY. If you have questions, you can email me or ask during one of our Zoom meetings.</p>   |
| <p>STUDENT LOGIN INFORMATION</p> | <p>To login to <b>Brightspace, E-mail, or WebPal</b>, go to <a href="http://www.monroecc.edu">www.monroecc.edu</a> and click on CURRENT STUDENTS on the menu bar, then click on Brightspace, email, or WebPal from the links that appear on the left side of the screen.</p> <p><b>Brightspace</b> - Login to Brightspace using your unique MCCC Webpal username (i.e., the first part of your MCCC email address) and 7-digit student ID number for your password (or whatever password you use for your MCCC college email account). You should be able to access Brightspace 24 hours after registering for a course. Courses are not available in Brightspace until the first day of the semester.</p> <p><b>E-mail</b> - Your email address is your MyWebPal user name followed by @my.monroecc.edu (i.e. <a href="mailto:jsmith12345@my.monroecc.edu">jsmith12345@my.monroecc.edu</a>). Your password is your seven-digit student ID number (including leading zeros).</p> <p><b>WebPal</b> - You need a WebPAL user ID and a password to access WebPAL. Your WebPAL user ID is usually your first initial and last name (i.e. Mary Smith = msmith). To find your user ID, click on <b>"What's My User ID?"</b> on the WebPAL home page. Your initial password is your six-digit birthdate (i.e. January 1, 1970 = 010170). After logging on the first time, WebPAL will ask you to change your password. If you are a returning student and can't remember your password, click on <b>"What's My Password?"</b> on the WebPAL home page, then choose <b>"Reset my password."</b> If you have an e-mail address on file, WebPAL will send you a new password.</p> |
| <p>[DATE]</p>                    |   |