



## BLENDed COURSE INFORMATION

### Winter 2021 Semester

COURSE: MATL 101 B1

INSTRUCTOR: M. Jager

Industrial Materials

EMAIL: [mjager@monroecc.edu](mailto:mjager@monroecc.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.monroecc.edu](http://www.monroecc.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@monroecc.edu](mailto:elarning@monroecc.edu)

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

**WEBPAL:** 734-384-4333

**COURSE DESCRIPTION**

This course presents an introduction to materials used in industry, including iron, steel and nonferrous metals, from the standpoint of their properties and applications. Major topics will include material classification, determination of mechanical and physical properties, metallurgy and heat treatment. Laboratory experience will be gained in mechanical testing, microscopy, heat treatment and materials identification.

The complete Outline of Instruction can be found at <http://www.monroecc.edu/outlines/>.

**COURSE BEGINS**

Tuesday, January 12, 2021

**COURSE ENDS**

Thursday, April 29, 2021

**REGISTRATION PROCESS**

Students must register for the course through the College's regular registration process.

**SCHEDULED MEETINGS**

**MATL-101 B1 Class Schedule/Calendar:** Topics for subsequent classes or labs will be announced in zoom meetings and in Brightspace. Lab groups and assigned lab times will also be announced in zoom meetings and in Brightspace. The following is a **tentative** class schedule:

Date	Format	Description
1/12/21	Face to Face	Introductions/syllabus review.
1/14/21	Zoom	Zoom Meeting Chapters 1 & 2
1/19/21	Online	Chapter 3 online
1/21/21	Face to Face	Lab 1 in T-163
1/26/21	Face to Face	Lab 1 in T-163
1/28/21	Zoom	Zoom Meeting Chapters 4 & 4.1
2/2/21	Face to Face	Lab 2 in T-163
2/4/21	Face to Face	Lab 2 in T-163
2/9/21	Face to Face	Exam 1 (Chapters 1 - 4.1) in T-163
2/11/21	Zoom	Zoom Meeting Chapter 5
2/16/21	Online	Chapter 6 online
2/18/21	Zoom	Zoom Meeting Chapter 7
2/23/21	Online	Chapter 8 online
2/25/21	Zoom	Zoom Meeting Chapter 9
3/2/21	No Class	Spring Break
3/4/21	No Class	Spring Break
3/9/21	Face to Face	Exam 2 (Chapters 5 - 9) in T-163
3/11/21	Online	Chapter 10 online
3/16/21	Zoom	Zoom Meeting Chapter 11
3/18/21	Zoom	Zoom meeting Chapter 12
3/23/21	Online	Chapter 13 online
3/25/21	Zoom	Zoom meeting Chapter 14
3/30/21	Face to Face	Lab 2 in T-163
4/1/21	Face to Face	Lab 2 in T-163
4/6/21	Face to Face	Lab 2 in T-163
4/8/21	Face to Face	Exam 3 (Chapters 10 - 14) in T-163
4/13/21	Online	Chapter 15 online

4/15/21	Zoom	Zoom Meeting Chapter 16
4/20/21	Online	Chapter 17 online
4/22/21	Zoom	Zoom Meeting Chapter 18
4/27/21	Online	Chapter 19 online
4/29/21	Face to Face	Exam 4 (Chapters 15 – 19) in T-163

Face to Face: Class meets in room T-163.  
Zoom Meeting: Zoom meeting scheduled by instructor.  
Online: Students to study materials on their own.

**COURSE MATERIALS AND TEXTBOOK INFORMATION**

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. **IMPORTANT:** 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.

Please contact the MCCC Bookstore for additional information, 734.384.4140.

**COURSE EXPECTATIONS**

In addition to the MATL-101 prerequisites, there are additional pre-skill expectations for students taking this class. It is expected students enrolled in this section of MATL-101 know how to: (1) use Brightspace, (2) use their my.monroecc.edu email account, (3) send email with attachments, (4) open email attachments, (5) compress/zip files and/or folders, (6) download and extract files from zipped folders, (7) use basic Windows file management features such as saving files, copying files and creating folders. Further students will complete the assigned readings, complete online quizzes/tests and be proactive with questions and concerns.

**BRIGHTSPACE SYSTEM REQUIREMENTS**

**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

	<p>For the most current Brightspace operating system and browser requirements, please go to <a href="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</a> and access the Desktop support section.</p> <p><b>Software Requirements</b></p> <p>Download/access web-based Microsoft Office applications:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://www.monroeccc.edu">www.monroeccc.edu</a> and click CURRENT STUDENTS</li> <li>2. Next click on EMAIL from the list of links on the left, it will open another window</li> <li>3. Click EMAIL LOGIN, then log in with your entire MCCC email address (e.g., <a href="mailto:tperson23456@my.monroeccc.edu">tperson23456@my.monroeccc.edu</a>) and your email password, which initially is your seven-digit student ID#.</li> <li>4. Click on the <b>9-dot square</b> in the upper left corner next to the word "Outlook", some Office Suite icons appear</li> <li>5. Click on the <b>Office 365 with an arrow</b> link, more Office Suite icons appear</li> <li>6. Finally, click on the <b>Install Office link</b> and follow the instructions <i>*NOTE there are links in the instructions if you have difficulties installing the software. Please use those links to resolve any possible installation issues.</i></li> </ol> <p>FYI - You will not be able to download Microsoft Office until the first day of the semester.</p> <p><b>Other System Recommendations</b></p> <ul style="list-style-type: none"> <li>• Broadband internet connection</li> <li>• Webcam</li> </ul>
COMPUTER REQUIREMENTS	<p>PC or Mac computer systems with Windows 10 is required.</p> <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>
COURSE SPECIFIC SOFTWARE	
WHERE DO STUDENTS START	
OTHER INFORMATION	
STUDENT LOGIN INFORMATION	<p>To login to <b>Brightspace, E-mail, or WebPal</b>, go to <a href="http://www.monroeccc.edu">www.monroeccc.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).</p>

**E-mail** - Your email address is your MyWebPal user name followed by @my.monroeccc.edu (i.e. [jsmith12345@my.monroeccc.edu](mailto:jsmith12345@my.monroeccc.edu)). Your password is your seven-digit student ID number (including leading zeros).

**WebPal** - 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 **"What's My User ID?"** 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 **"What's My Password?"** on the WebPAL home page, then choose **"Reset my password."** If you have an e-mail address on file, WebPAL will send you a new password.

[DATE]