MCCC E-LEARNING

BLENDED COURSE INFORMATION
Winter 2024 Semester

COURSE: MDTC 161 L1

Mechanical Drafting & CAD II

INSTRUCTOR: D. Kerste

EMAIL: dkerste@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 or virtual 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
- General Web Navigation, research and browser maintenance skills

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 or virtual 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.
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 elearning@monroeccc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	This course is designed as a continuation of the Mechanical Drafting and CAD I course. Sketching, detail drawings, assembly drawings and working drawings will be taught using both sketching techniques and Computer Aided Design (CAD) software. 3D concepts and solid modeling will also be included in this course. The Course Outcome Summary can be found at https://www.monroeccc.edu/course-outcomes.
COURSE BEGINS	Friday, January 12, 2024
COURSE ENDS	Monday, May 6, 2024
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process. 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 online 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 **WI2024-ONL-001-L1 by January 3, 2024**. Failure to complete the online orientation by the above date may result in de-registration from your Winter 2024 blended course.
EXAMS OR ASSIGNMENTS	
ADDITIONAL INFORMATION: EXAMS OR ASSIGNMENTS	MCCC students completing online quizzes/tests or other assessment activities from home or other remote locations may be required to complete a room scan before the assessment activity. Students seeking an alternative to the pre-assessment room scan should contact MCCC Student Services at 734.384.4255 for more information regarding on-campus assessment options.
SCHEDULED MEETINGS	This is an asynchronous course (no scheduled meeting times) with weekly coursework made available via Brightspace, on Monday at 12:01 a.m. The weekly coursework is to be completed by the following Sunday at 11:30 p.m. The on-campus time is optional and available for any student wishing to receive individualized help from the instructor.
COURSE MATERIALS AND TEXTBOOK INFORMATION	All required textbooks and/or access codes are available for purchase by the student at the MCCC/eCampus Online Bookstore website: https://monroeccc.ecampus.com/. Sign in using your MCCC student email and password. All required course supplies are available for purchase by the student at the Campus Store or on the Campus Store website: https://bookstore.monroeccc.edu/

	Textbook information is available for viewing approximately one month prior to the beginning of the semester at https://monroeccc.ecampus.com/. IMPORTANT: Please ensure you are logging in and using the "Shop by Schedule" option to view and purchase only those materials assigned to your specific course(s). Please contact the MCCC Campus Store for additional information, 734.384.4140.
COURSE EXPECTATIONS	• Be self-starters - have the motivation to work independently. • Use time wisely, be organized, be self-directed, and be willing to use new modes of communication and learning. • Be willing to put in the needed time, read the text carefully, and actively participate in online class activities. • Check communication frequently, get all assignments in on time, and discuss any concerns and questions with the instructor. • Have regular access to a computer that meets minimum requirements. • Have basic computer skills and be able to navigate the Internet. Research suggests that students should spend approximately 3 hours outside of regular in-class or online instruction, per credit hour, per week (e.g., 3 credit hour course + 9 hours studying per week outside of class time = 12 total hours per week), studying in order to be successful in their college courses.
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

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
and access the Desktop support section.

Software Requirements

Download/access web-based Microsoft Office applications:
1. Go to www.monroeccc.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.monroeccc.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
COMPUTER REQUIREMENTS	PC or Mac computer systems with Windows 10 (or Mac equivalent OS) is required. **Chromebook Use Limitations:** Chromebooks cannot be used for courses requiring Microsoft Office applications (e.g., CIS 130, CIS 109, etc.). Additionally, Chromebooks do not work when taking quizzes requiring *Respondus Lockdown browser in Brightspace*. **Mac Computer Use Limitations**: The Microsoft Access application does not work on a Mac.
COURSE SPECIFIC SOFTWARE	AutoCAD 2024. Instructions will be provided during the first week of class for downloading.
WHERE DO STUDENTS START	An email will be sent with specific directions a few days prior to the start of the semester.
OTHER INFORMATION	*Computer requirements for AutoCAD 2024:* • *Desktop or laptop* • *Operating System: 64-bit Windows 11 or 10 ver. 1809 or above* • *Processor: 2.5 GHz (3+ GHz recommended)* • *Memory: 8 GB (16GB recommended)* • *Disk space: 10.0 GB* • *Display: 1920 x 1080 resolution with True Color*
STUDENT LOGIN INFORMATION	To login to **Brightspace, E-mail, or WebPal**, go to www.monroeccc.edu 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. **Brightspace** - 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. **E-mail** - Your email address is your MyWebPal user name followed by

@my.monroeccc.edu (i.e. 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.