



BLENDDED COURSE INFORMATION

Fall 2018 Semester

COURSE: IAS 213 B1

INSTRUCTOR: W. Hilliker

Privacy and Technology

EMAIL: whilliker@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 an **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.

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

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	<p>This course prepares students to recognize, analyze, and manage privacy challenges created by technology. Both business and self-regulatory efforts will be reviewed.</p> <p>The complete Outline of Instruction can be found at http://www.monroecc.edu/outlines/.</p>
COURSE BEGINS	Wednesday, August 22, 2018
COURSE ENDS	Monday, December 10, 2018
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process.
ON-CAMPUS MEETINGS	Mondays & Wednesdays – (9:30 a.m. – 10:50 a.m. – Z-259
COURSE MATERIALS AND TEXTBOOK INFORMATION	<p>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.</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	<p>There are additional pre-skill expectations for students taking this class online. It is expected students enrolled in this section of IAS 213 know how to: (1) use their my.monroecc.edu email account, (2) send email with attachments, (3) open email attachments, (4) compress/zip files and/or folders, (5) download and extract files from zipped folders, (6) use basic Windows file management features such as saving files, copying files and creating folders, (7) be able to navigate inside of Brightspace. Further students will participate in online discussion boards, complete the assigned readings, complete online quizzes/tests and be proactive with questions and concerns.</p>
BRIGHTSPACE SYSTEM REQUIREMENTS	<p>Browser Requirements:</p> <p>Desktop Support</p>

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
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

- Microsoft Word 2016 is recommended
- Microsoft Office 2016 Suite is recommended
- Adobe Reader (latest version)

Other System Requirements

- High speed or broadband internet connection recommended
- Printer, video and sound cards
- CD-ROM drive

COURSE SPECIFIC SOFTWARE

Must be able to email, create/read MS Word documents and complete internet research.

WHERE DO STUDENTS START

On the first day of the semester the course will open. On that day, you should log into the class as instructed above. You will find instructions for the class there.

OTHER INFORMATION

[DATE]