



## ONLINE COURSE INFORMATION

### Winter 2017 Semester

COURSE: WPR 103 L1

INSTRUCTOR: K. Kuhl

#### Advanced Word Processing

EMAIL: [kkuhl@monroecc.edu](mailto:kkuhl@monroecc.edu)

There are many benefits of online courses at MCCC:

- Less restrictive scheduling
- Convenience
- Intensive self-study
- Course materials are accessible 24 hours a day 7 days a week

Some students struggle in an online format while other students excel. Students who excel in an online format are:

- Highly self-motivated
- Have strong computer skills
- Possess good time management skills
- Know how to study independently
- Possess good communication skills

Online classes at MCCC are **NOT self-paced**. Instruction is delivered in an entirely web-based format. Students must complete exams, assignments, etc. by specified due dates. Some exams and assignments may be required to be completed at an authorized location as established by the instructor.

When taking an online 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 Blackboard multiple times each week to keep up with communication, assignments and other coursework.

#### Blackboard

Online courses use Blackboard course management system as the means of communication between the students and 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.monroecc.edu](http://www.monroecc.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

It is essential that online students use their MCCC student email account. This will be the primary means of email communication between you and your instructor. For more information about activating your MCCC student email account, visit the college's webpage at [www.monroecc.edu](http://www.monroecc.edu).

#### NEED HELP?

BLACKBOARD HELP DESK: 734.384.4328  
or [elarning@monroecc.edu](mailto:elarning@monroecc.edu)

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

<p>COURSE DESCRIPTION</p>	<p>Advanced Word Processing develops proficiency in the advanced word processing functions of Microsoft Word such as macros, sorting, tables and columns. A simulation will give additional practice in the advanced features of the software. Any student who has received credit for WPR 104, Word Processing for Administrative Assistants, may not receive credit for WPR 103.</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>Friday, January 6, 2017</p>
<p>COURSE ENDS</p>	<p>Monday, May 1, 2017</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 online 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 Blackboard 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>WI 2017-ONL-001-L1 by January 7, 2017</b>. Failure to complete the online orientation by the above date may result in <u>de-registration from your winter 2017 online course</u>.</p>
<p>PROCTORED EXAMS OR ASSIGNMENTS</p>	<p>None, all coursework is completed online. Exams/Quizzes will be administered through Respondus Lockdown Browser</p>
<p>ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS</p>	<p><b>Some</b> 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 <a href="http://www.monroecc.edu/rctc/index.htm">http://www.monroecc.edu/rctc/index.htm</a>. 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>
<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. <b>IMPORTANT:</b> 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>

<p>COURSE EXPECTATIONS</p>	<p>This is a second-level course; the expectations are higher and the course material more difficult. We finish the Microsoft Word 2016 (Levels 1 &amp; 2) book and also the Level 3 textbook. We will also complete the Soft Skills text and supplementary materials. There are many assignments required each week from more than one book. Your writing skills are utilized in this course. College-level writing is expected; proper grammar, punctuation, and spelling will be used.</p> <p>Students are permitted to work ahead, but late assignments will not be accepted except with instructor permission.</p> <p>All assignments are posted to Blackboard. It is the student's responsibility to learn to navigate the Blackboard course site.</p>
<p>BLACKBOARD SYSTEM REQUIREMENTS</p>	<p><b>Browser Requirements:</b></p> <ul style="list-style-type: none"> <li>• Mozilla Firefox 31 or higher (recommended browser for Blackboard)</li> <li>• Google Chrome 36 or higher (recommended browser for Blackboard)</li> <li>• Safari 6 or higher</li> <li>• Internet Explorer 9 or higher (IE compatibility view settings will need to be adjusted for optimum Blackboard use)</li> </ul> <p>For the most current Blackboard operating system and browser requirements, please go to <a href="http://www.monroecc.edu/distancelearning/elearning_student.htm">http://www.monroecc.edu/distancelearning/elearning_student.htm</a> and access the "Blackboard Browser Requirements" link.</p> <p><b>Software Requirements</b></p> <ul style="list-style-type: none"> <li>• Microsoft Word 2013 is recommended</li> <li>• Microsoft Office Suite is recommended</li> <li>• Adobe Reader 9.0 or higher</li> </ul> <p><b>Other System Requirements</b></p> <ul style="list-style-type: none"> <li>• High speed or broadband internet connection recommended</li> <li>• <b>Printer, video and sound cards</b></li> <li>• <b>CD-ROM drive</b></li> </ul>
<p>COURSE SPECIFIC SOFTWARE</p>	<p><b>Microsoft Office Word 2016 is required.</b> All assignments must be submitted using only this software.</p>
<p>WHERE DO STUDENTS START</p>	<p>Students should log into Blackboard on the first day of class and check the announcements and course syllabus for specific directions. Your Blackboard account will guide you through the entire class structure.</p>
<p>OTHER INFORMATION</p>	<p>Course materials are not MAC compatible, Microsoft Works (.wks, .wps, or .wdb) files and .rar compressed files are not acceptable.</p>
<p>[DATE]</p>	