



BLENDING COURSE INFORMATION

Winter 2018 Semester

COURSE: ADMN 201 B1

INSTRUCTOR: P. Nedry

Integrated Office Software

EMAIL: pnedry@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 Blackboard, 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 their 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 also the student's responsibility to log into Blackboard on a regular basis. It is essential to log into Blackboard regularly to keep up with communication and assignments.

Blackboard

Blended courses use Blackboard 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 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.monroeccc.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

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 Blackboard site.

NEED HELP?

BLACKBOARD HELP DESK: 734.384.4328
or elarning@monroeccc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

<p>COURSE DESCRIPTION</p>	<p>Integrated Office Software provides instruction in the use of current office suite software packages. The course includes simulation exercises designed to develop proficiency in organizing, sorting, managing and presenting information with word processing, spreadsheet, database and presentation software programs. The course also includes complex, hands-on projects that represent day-to-day administrative management activities.</p> <p>The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.</p>
<p>COURSE BEGINS</p>	<p>Thursday, January 11, 2018</p>
<p>COURSE ENDS</p>	<p>Thursday, April 26, 2018</p>
<p>REGISTRATION PROCESS</p>	<p>Students must register for the course through the College's regular registration process.</p>
<p>ON-CAMPUS MEETINGS</p>	<p>5:30 – 7:22 p.m. on Thursdays in E-127</p>
<p>COURSE MATERIALS AND TEXTBOOK INFORMATION</p>	<p>Textbook information can be found on the MCCC Bookstore's webpage, http://www.monroeccc.edu/bookstore/. Textbook information is posted approximately one month prior to the beginning of the semester. 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>
<p>COURSE EXPECTATIONS</p>	<p>This course uses Microsoft's Office 2016 or Office 365 software. You need to have it on the computer you will be using or have access to it. Your MCCC email address allows you to access the complete Microsoft Office 2016 package of software if you do not already have it.</p> <p>The course is offered in the "Blended" format. We are scheduled to meet on Thursdays from 5:30 PM to 7:22 PM in E-127</p>

<p>BLACKBOARD SYSTEM REQUIREMENTS</p>	<p>Browser Requirements:</p> <ul style="list-style-type: none"> • Mozilla Firefox 31 or higher (recommended browser for Blackboard) • Google Chrome 36 or higher (recommended browser for Blackboard) • Safari 6 or higher • Internet Explorer 9 or higher (IE compatibility view settings will need to be adjusted for optimum Blackboard use) <p>For the most current Blackboard operating system and browser requirements, please go to http://www.monroeccc.edu/distancelearning/elearning_student.htm and access the "Blackboard Browser Requirements" link.</p> <p>Software Requirements</p> <ul style="list-style-type: none"> • Microsoft Word 2013 is recommended • Microsoft Office Suite is recommended • Adobe Reader 9.0 or higher <p>Other System Requirements</p> <ul style="list-style-type: none"> • High speed or broadband internet connection recommended • Printer, video and sound cards • CD-ROM drive
<p>COURSE SPECIFIC SOFTWARE</p>	<p>Students must have access to a computer with authorized copies of the Microsoft Office 2016 Suite of programs: WORD, EXCEL, ACCESS, and POWERPOINT. NOTE: Most student versions of Office DO NOT come with ACCESS. While there are attractive purchase options for you to acquire the entire suite because of your student status, if you are able to use MCCC's labs or other labs, please do so to avoid purchasing only ACCESS—if you are unlikely to use it in the future. The materials for the course available to you by using your MCCC email address to download them at no cost to you! A Mac NOTE: There is currently no version of ACCESS that works on a Mac and some of the commands are different for a Mac. Details will be provided early in the course on downloading.</p> <p>You will benefit from an Internet connection that can support downloading and playing of videos and uploading and downloading of large files. NOTE: Office 2016 will require Windows 7 or Windows 8 or Windows 10.</p>
<p>WHERE DO STUDENTS START</p>	<p>There will be assignments due right after the semester commences. You will need the text materials when the semester opens—any delay will impede your success in the course.</p> <p>It is the student's responsibility to learn how to navigate the Blackboard course site.</p>
<p>OTHER INFORMATION</p>	<p>If you have any questions, email your instructor, Dr. Patrick J. Nedry, at: pnedry@monroeccc.edu.</p>
<p>[DATE]</p>	