BLENDED COURSE INFORMATION
Winter 2018 Semester

COURSE: CIS 123 B1	INSTRUCTOR: P. Nedry
PowerPoint Presentation 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 elearning@monroeccc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	The student will learn to transform data into professional presentations using a sophisticated PC-based software package. The course will start with simple presentations moving to the more complex projects involving animation and sound. Students will create and design charts, graphs and other visual elements which will be integrated with text to effectively communicate ideas. The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.
COURSE BEGINS	Tuesday, January 9, 2018
COURSE ENDS	Tuesday, April 24, 2018
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process.
ON-CAMPUS MEETINGS	Tuesdays – 5:30 – 6:50 p.m. in E-127
COURSE MATERIALS AND TEXTBOOK INFORMATION	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. Please contact the MCCC Bookstore for additional information, 734.384.4140.
COURSE EXPECTATIONS	This course uses Microsoft's POWERPOINT 2016 from the Office 2016 Suite 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 that includes POWERPOINT 2016 if you do not already have it. **NOTE: There is a version for Mac's, but some of the features are not included even in the POWERPOINT 2016 version for Mac's.** Some keyboarding proficiency is necessary. "Two finger" keyboarding will present a significant limitation to the student. Familiarity with the Windows 7, Windows 8, or Windows 10 operating systems, web browsers, and email software (including how to attach multiple files), are necessary 'pre-skills' for this online course. The websites used are configured to function with Apple systems as well. Microsoft Office products for Mac's are not always of the same version as those available for PC's and present some challenges for completing Office 2016/Office 365 assignments. There is a high volume of homework associated with this course, with multiple assignments per week. Learning activities will include textbook and online readings, slide presentations, web resources, web-based activities including threaded discussions, assignments that will be submitted online, online assessments, and online examinations. The Blackboard course management system, MCCC email, and

	publishers' websites like Pearson's MyITLab will be the primary tools for homework and examinations.

Most assignments and documents will become available when the course opens and must be submitted by 11:59 p.m. on a given date, usually—but not always—on Sunday evening. These dates are detailed in the course schedule that will be available in the Syllabus & Schedule section of Blackboard.

Online exams will be given. Dates for the exams will be posted when the course opens in the Syllabus & Schedule and Course Documents section of Blackboard. Typically, students will be able to take the exams after completing the associated chapter assignments. The exams will be timed with the submission time ending at 11:59 p.m. on the due date.

There will be **no make-up exams** except in the case of a documented medical emergency and the Instructor's permission. You will get three "attempts" for each exam in the event that you encounter technology related issues. Your highest score will be used in grade calculations.

There will be deadlines for projects and/or assignments **to be submitted in the Assignments area of Blackboard and Pearson's MyITLab. All assignments are open and available as the course opens. There are no extension options.** With few limitations, you will be permitted to work ahead.

In addition to the course site on Blackboard, you will be using publishers' companion websites where much of your work will be completed. There may be other course resources on the Internet that you will need to access during the semester. |
| BLACKBOARD SYSTEM REQUIREMENTS | **Browser Requirements:**
- 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)

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.

Software Requirements
- Microsoft Word 2013 is recommended
- Microsoft Office Suite is recommended
- Adobe Reader 9.0 or higher

Other System Requirements
- High speed or broadband internet connection recommended
- Printer, video and sound cards
  CD-ROM drive |
| COURSE SPECIFIC SOFTWARE | Students must have access to a computer with authorized copies of the Microsoft Office 2016 Suite of programs. Details will be provided early in the course on how to download this from your MCCC email if |

	you do not have. While the course is focused on POWERPOINT, when building advanced slide shows, students will need access to the other programs in the suite. **A Mac NOTE: The course will use Microsoft's POWERPOINT 2016 or the fully featured Office 365. Some features in the advanced POWERPOINT chapters are not available for a Mac and some of the commands are different for a Mac.** 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.
WHERE DO STUDENTS START	The course will become "available" on the first day of the semester. You need to access it early to get off to a successful beginning in the course. There will be assignments due right after the semester commences. You will need the text materials (which can be eVersions of the texts) and access codes to MyITLab when the semester opens—any delay will impede your success in the course. Pearson provides for a temporary access to MyITLab to get started on time. It is the student's responsibility to learn how to navigate the Blackboard course site. There are online orientation materials for Blackboard on the MCCC website. All students who have officially enrolled will have full access to all areas of the Blackboard course site no later than **Friday, January 5, 2018**. When you access the course you will see a tab labeled "START HERE
OTHER INFORMATION	If you have any questions, email your instructor, Dr. Patrick J. Nedry, at: pnedry@monroeccc.edu
[DATE]	