



## BLENDed COURSE INFORMATION

### Winter 2019 Semester

COURSE: CIS 123 B1

INSTRUCTOR: J. Peters

PowerPoint Presentation Software

EMAIL: [jdpeters@monroecc.edu](mailto:jdpeters@monroecc.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.monroecc.edu](http://www.monroecc.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@monroecc.edu](mailto:elarning@monroecc.edu)

**COLLEGE EMAIL:** 734-384-4328

**WEBPAL:** 734-384-4333

COURSE DESCRIPTION	<p>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.</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>
COURSE BEGINS	Wednesday, January 16, 2019
COURSE ENDS	Monday, May 6, 2019
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process.
ON-CAMPUS MEETINGS	Wednesdays at 9:30–10:50 a.m. in Z-259
COURSE MATERIALS AND TEXTBOOK INFORMATION	<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>
COURSE EXPECTATIONS	<ol style="list-style-type: none"> <li>1. Attend class and login to our Brightspace course regularly.</li> <li>2. Use your college email account.</li> <li>3. Read the course texts.</li> <li>4. Complete your assignments by the due date. LATE WORK WON'T BE ACCEPTED.</li> <li>5. Communicate with the instructor <u>sooner</u> rather than later if you're having an issue in the course.</li> </ol>
BRIGHTSPACE SYSTEM REQUIREMENTS	<p><b>Browser Requirements:</b></p> <p><b>Desktop Support</b></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](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

Microsoft Office 2016 - PowerPoint

WHERE DO STUDENTS START

In room Z-259 (Z Building) at 9:30 AM on Wednesday, January 16, 2019

OTHER INFORMATION

\*Recommend that students have a web camera and/or microphone for online presentation assignment(s). As a back-up a smart phone can also be used for the online presentation(s).

\*\*Chromebook and netbook computers will not work for this course.

\*\*\*Please note that this CIS-123 course is taught from a PC computer perspective. Although it is possible to utilize a Mac computer in this course, the focus of the texts and instruction is PC-based. Please contact your instructor if you have further questions about Mac computer use in this course.

[DATE]

