

ATE 213 Construction Management Process – BLENDED CLASS

ORIENTATION INFORMATION PACKET



Welcome to the blended version of this Architectural Studies class.

Instructor: Timothy Manning, Associate Professor
– Architectural Studies
William Rainey Harper College



The following information will provide some answers to general questions you may have about the class. Please read through each of the sections and contact me through email (tmanning@harpercollege.edu) or by telephone (847-925-6236) if you would like more information.

1. Does this class have any on-campus meetings?

Yes – All face-to-face class sessions are specified in the schedule and in the syllabus. Our first meeting is on **Monday, January 26 from 5:00 – 6:30 pm in H113**. However, all course information will be available on the class site. With a few exceptions, assignments will be done via online access.

2. Do I need access to the Internet from home for this class?

You do not have to have home access, but you do need to have access to the Internet for blocks of time. You also must have an e-mail address, and this is already set up for you free of charge. Information on how to use this account can be found in your Harper Student Portal located at <https://my.harpercollege.edu/cp/home/loginf>.

Note: It is strongly recommended that you use this free email account for all communications. However, if you decide to use a personal account, visit <http://harper.blackboard.com> to review the tip sheet on how to forward your Harper email account to a personal email address.

3. What do I need on the computer I plan to use for this course?

- IBM PC or Macintosh platform
- regular access to the Internet
- at least 128 MB of RAM
- a recent version of Internet browser software (Netscape 7.1, Internet Explorer 6.0, Firefox 1.5 or Safari 2.0.3)

4. What level of computer skills do I need to take this course?

You need to know how to do the following:

- Have 2 or more software programs open at the same time and move back and forth between them without closing either of them.
- Copy text in one document and paste it into another.
- Locate a file on your hard drive.
- Save a file to a particular folder on your hard drive and also to a floppy disk.
- Send and receive e-mail messages.
- Attach a file to e-mail messages and open an attachment that is sent to you.
- Locate a web site by keying the web address (URL) into the Address or Location bar either in Netscape or Internet Explorer.

Note: If you need to learn how to perform any of the above skills, visit the Distance Learning Orientation site (<http://www.harpercollege.edu/getready>) and review the Computer Skills tutorial.

5. What if I need technical assistance?

Technical assistance can be obtained by email or telephone.

- Email: studentsd@harpercollege.edu
- Telephone: 847.925.6866

6. How will I access the course information?

The course is accessed from the Harper Blackboard server, <http://harper.blackboard.com>. You will access all the course information at this site. You will also make use of the Discussion Board, Online Gradebook, etc. on the site. All other interaction will take place via e-mail and electronic assignment submission via Assignment links or Digital Dropbox.

7. How much time will I need for this online course?

You will need to commit yourself to a minimum of 6-8 hours of work per week. Although this time will vary significantly with individual skill/knowledge levels, it is important to remember that you will be using time traditionally spent in a classroom setting to access your course information, read your textbook, and complete your assignments.

8. What textbook is required for this course?

Since there is limited face-to-face class time, we will rely heavily on the book. Therefore, the following textbook is **required** for the class. It is available by contacting the Harper College Bookstore at <http://www.harperstore.com> or obtaining the book in person at the Harper Bookstore.

Construction Project Administration, 8th ed., by EDWARD FISK, Prentice Hall, 2006.

9. What should I do prior to the start of class?

- Visit Harper Online at <http://www.harpercollege.edu/distancelearning> and select the Technical Readiness area. Use the Browser Checkup there to make sure your computer has the necessary software and plug-ins to view course materials. If your Internet browser does not pass all tests, you can download the missing software free of charge from this same website.
- Login to Harper Blackboard at <http://harper.blackboard.com>
 - Click on the “What Is My User Name and Password” link if this is the first time you will be using Harper’s Blackboard site.
 - If you do not choose to use your Harper email address, you will need to forward this account to one you plan to check frequently. Instructions for doing this are located on the Blackboard site (“How Do I Forward My Harper Email?”).
 - Enter your course site by clicking on the link located in the My Courses section of your window.
- Review the course syllabus as posted on the website, and attend the first class session.
- If you are not familiar with the use of Blackboard for course delivery, you may want to take advantage of a tutorial. All tutorials are available at <http://www.harpercollege.edu/getready> in the Using Blackboard area.

