

# Broadband Learning Selection

## = Course Guide =

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# 1 . Before starting the lectures (important notice)

This online course offered by Business Breakthrough Inc. is available on the BBL (Broad Band Learning) campus:  
(<http://www.bbt757.com/svlBBL/jsp/index.jsp?locale=en>)

To ensure the online course is successful, your computer setup has to match the following software requirements.

Check Windows Media Player's connection to the network.

Enter the URL below and check that the video at 500Kbps can be viewed smoothly. If not, there may be a problem with your network. Contact your network provider for assistance.

<http://edge.bbt757.com/media/test/usertest/500k.wmv>

Check that DRM is activated.

If the member's log-on page appears after entering the URL, DRM is already activated.

<http://edge.bbt757.com/media/test/usertest/drm.wmv>

If the page does not appear on screen, it may be because you have an old version of Windows Media Player. Download and upgrade Windows Media Player from:

<http://www.microsoft.com/windows/windowsmedia/player/download/download.aspx>

Check Macromedia Flash Player

If you do not have Flash or the latest version,, install or upgrade to Macromedia Flash Player 6 from:

[http://www.macromedia.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)

| BBL Broadband Learning System Requirements (English OS) |   |
|---|---|
| Broadband Learning System Requirements                  |   |
| 【11/2009 update】  |   |
| OS  | Windows XP<br>Windows Vista<br>Windows 7<br>Either of the above OS<br><br>※The followings are not supported<br>• Windows 2000 (Viewing maybe possible, but is not supported after May, 2009)<br>• Windows beta version<br>• Windows OS 64bit version<br>• Virtual Windows<br>• Mac OS and Unix OS   |
| CPU   | Pentium®III450MHz or more (800MHz or more is recommended)   |
| MEMORY  | Windows XP : 512MB or more (256MB of free memory)<br>Windows VISTA : 1GB or more (256MB of free memory)<br>Windows 7 : 1.5GB or more (256MB of free memory)   |
| Internet Connection                                     | 128Kbps Movie : For stable line speed of 128Kbps or more (Constant connection of 256Kbps or above line speed recommended )<br>500Kbps Movie : For stable line speed of 500Kbps (Constant connection of 1Mbps or above line speed recommended)<br><a href="#">Lines speed test</a><br>Viewing via cellular phone, PHS and other mobile communication tool is not recommended |

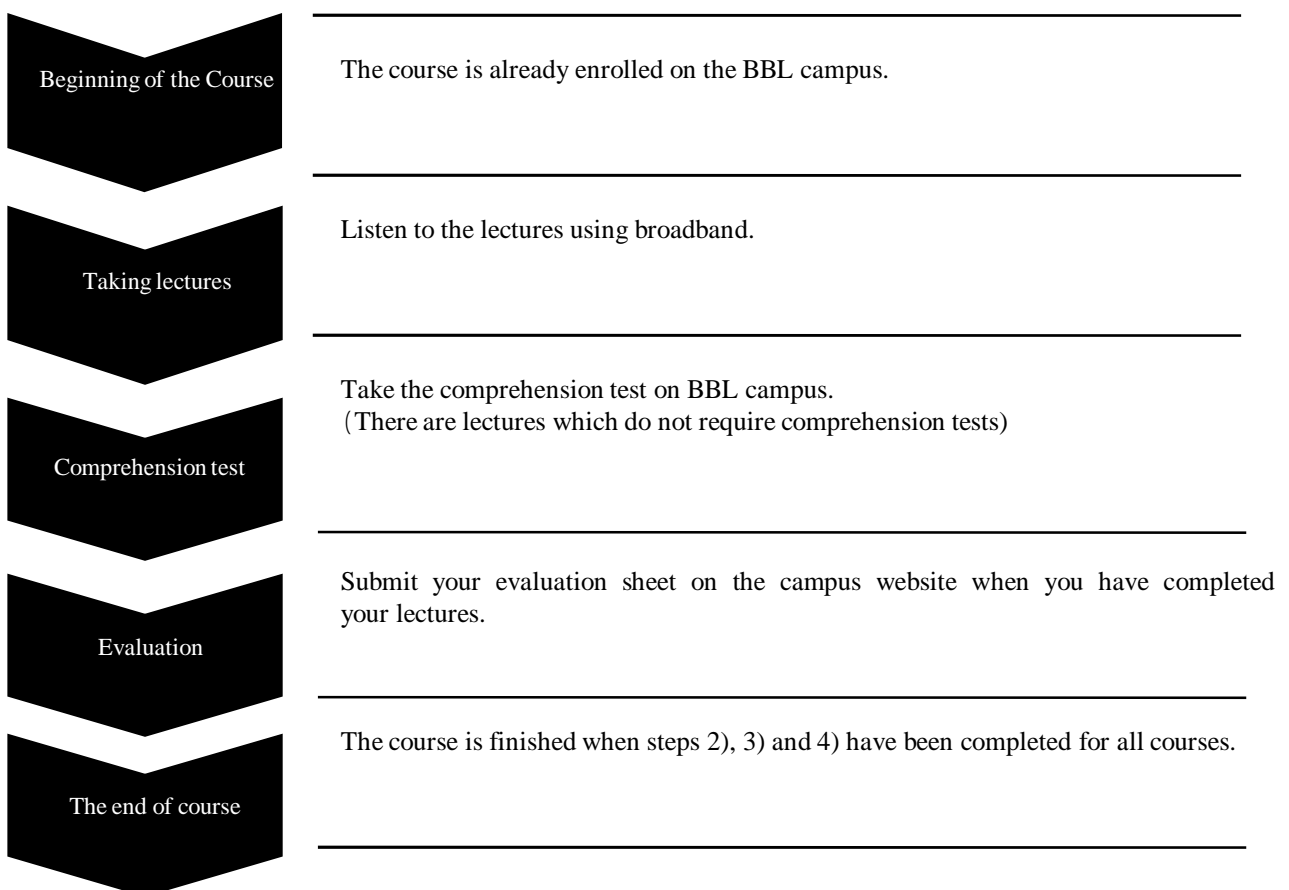
|                          |   |
|--------------------------|---|
| <b>DISPLAY</b>           | 1024x768 dot or higher (16 bit) color or higher   |
| <b>SOUND</b>             | PCM sound playback function   |
| <b>BROWSER</b>           | <p>Internet Explorer 6<br/> Internet Explorer 7<br/> Internet Explorer 8<br/> Either of the above browser</p> <p>※ Beta version of Internet Explorer is not supported<br/> <a href="#">Download of Internet Explorer</a>(Web site of Microsoft)</p>   |
| <b>PLAYING THE VIDEO</b> | <p>Windows Media Player 9 ※1<br/> Windows Media Player 10<br/> Windows Media Player 11<br/> Windows Media Player 12<br/> Either of the above browser</p> <p>※Windows Media Player Beta version is not supported<br/> ※1) <a href="#">Windows Media Player 9 does not correspond to exporting to gigabeat</a><br/> <a href="#">Download of Windows Media Player</a> (Web site fo Microsoft )</p> |
| <b>PDF</b>               | <p>Adobe Reader 7<br/> Adobe Reader 8<br/> Adobe Reader 9<br/> Either of the PDF viewer</p> <p>※beta version is not supported<br/> <a href="#">Download of Adobe Reader</a>(Web site of Adobe)</p>  |
| <b>Flash Player</b>      | <p>Macromedia Flash Player 8<br/> Adobe Flash Player 9<br/> Adobe Flash Player 10<br/> Either of the PDF viewer</p> <p>※beta version is not supported</p>   |
| <b>Others</b>            | OS, related software, hardware etc is operating normally Access may not be possible from inside a corporate LAN with an active firewall In that case consult the network administrator.   |

## 2 . Summary of the course

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### The structure of the course

Each course contains numerous "lecture"s. One "lecture" is about an hour long and the number of the lectures differ according to the course you take.

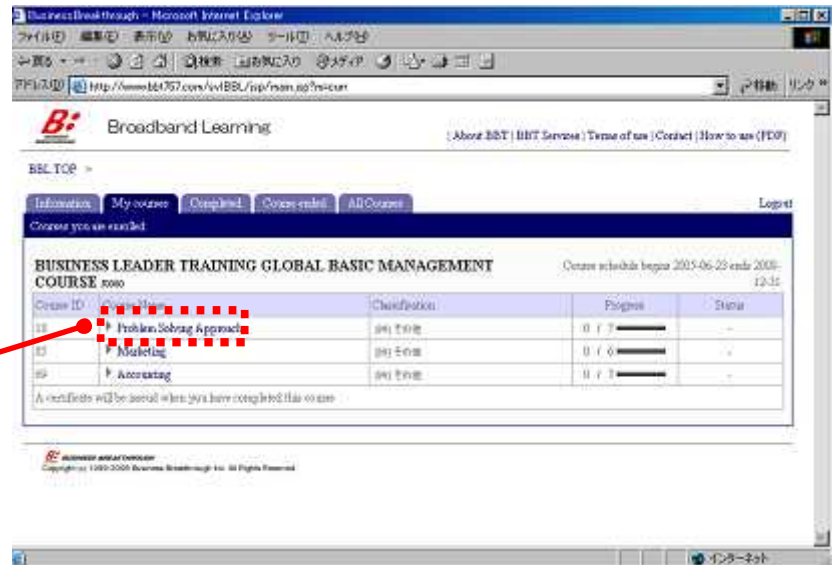




## 4 . Selecting the lectures

### Table of Registered Courses

The list of enrolled courses will appear on the screen. Click the course that you would like to take.

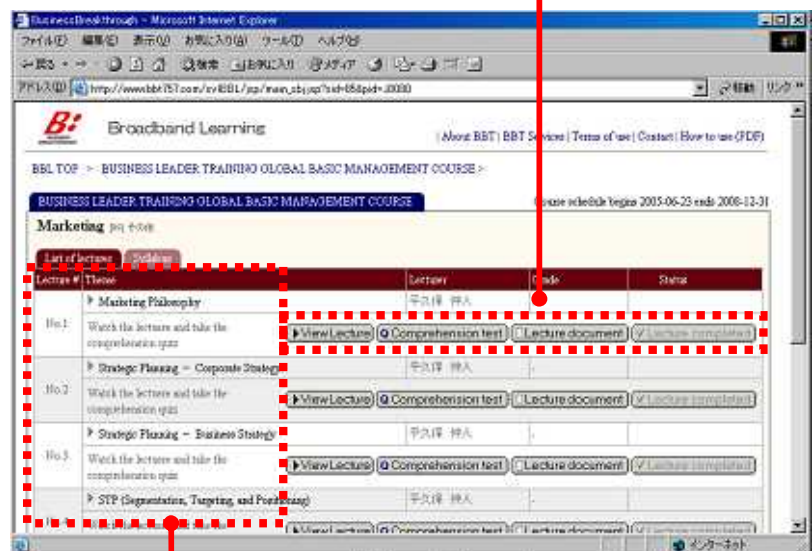


Click the course that you would like to take.

### Table of Lectures

- (1) A list of lectures will appear on screen. Numerous function buttons will appear next to each theme of the lessons as shown on the right. Click the "Take lecture" button to start. The lecture page will appear.
- (2) The Member's log in page will appear. Type in the User ID and password and the lecture video will begin.

Function buttons  
You can choose to take the lecture or the comprehension test. The Lecture Document button allows you to download or print out the materials for the lecture as a PDF.



The theme of each lecture will appear.

# 5 . Taking the lectures

## The lecture page

Lecture video

The screenshot shows a lecture player interface. On the left is a video player showing a man speaking, with a red dashed box around it and a red arrow pointing to the text 'Lecture video'. Below the video is a table of contents with a red dashed box around the first two items and a red arrow pointing to the text 'Select from the items:'. On the right is a slide titled 'Agenda' with a red dashed box around it and a red arrow pointing to the text 'Choose from the slide:'. Below the slide is a timeline with a red dashed box around the first two segments and a red arrow pointing to the text 'Material for the lecture:'. The interface includes a video control bar, a table of contents, a slide show, and a timeline.

|   |   |
|---|---|
| 1 | Introduction & Confidence Building Advice (00:00) |
| 2 | Agenda(00:50)                                     |
| 3 | Michael Jones(04:37)                              |
| 4 | Tomoki Fukue(07:18)                               |
| 5 | Course Advice(08:37)                              |
| 6 | Module Structure(09:53)                           |

|       |       |       |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 00:00 | 00:50 | 04:37 | 07:18 | 08:37 | 09:53 | 11:33 | 13:38 | 16:47 |
| 20:04 | 22:55 | 25:47 | 28:36 | 29:23 |       |       |       |       |

**Select from the items :**  
You can jump to any stage of the lecture by clicking on the title of the slide.

**Choose from the slide :**  
You can jump to any slide by clicking on it.

**Material for the lecture :**  
The slide show will synchronize to the lesson video.

# 6 . Comprehension Test/Evaluation

## Comprehension Test

The comprehension test must be take after viewing the lecture in order to receive credit for the lecture. There is a comprehension test for each lecture. (There is no comprehension test for "Problem Solving Approach")

Click the "Comprehension test" button

### Procedure to take the Comprehension Test:

After completing the lecture, click the "comprehension test button on the guide table.

The comprehension test page will appear. Answer the questions by choosing the correct answer. When you have answered all the questions, click the "submit" button.

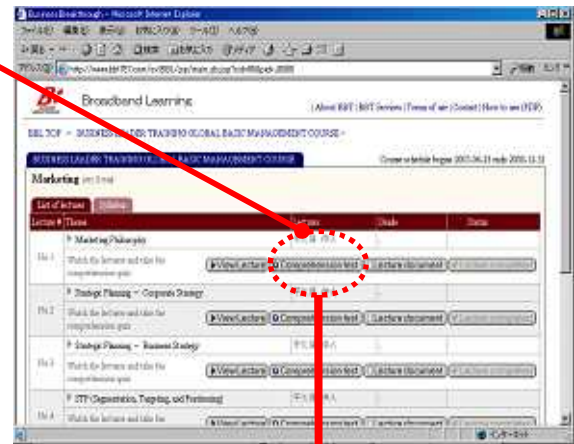
The result of the test will appear immediately. If you have failed the test or are not satisfied with the result, take the test again. You can take the test multiple times until you have completed the lecture (refer to ).

### 80% and above is needed to attain a passing grade.

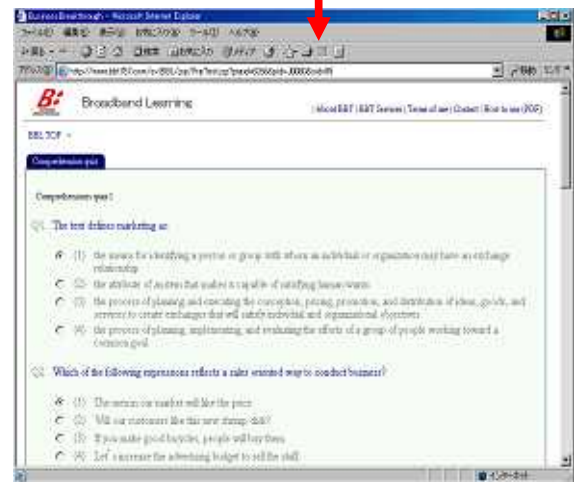
The score of the latest test will be counted. If you take the test again and the result of the second test is worse than the first one, that score will be reflected.

If you pass the test, the "completion of lecture" button will appear in the function table. When you click this button the result of each lecture will be submitted. You can not take the comprehension test after the score is submitted.

You can check your score by clicking the "comprehension test" button



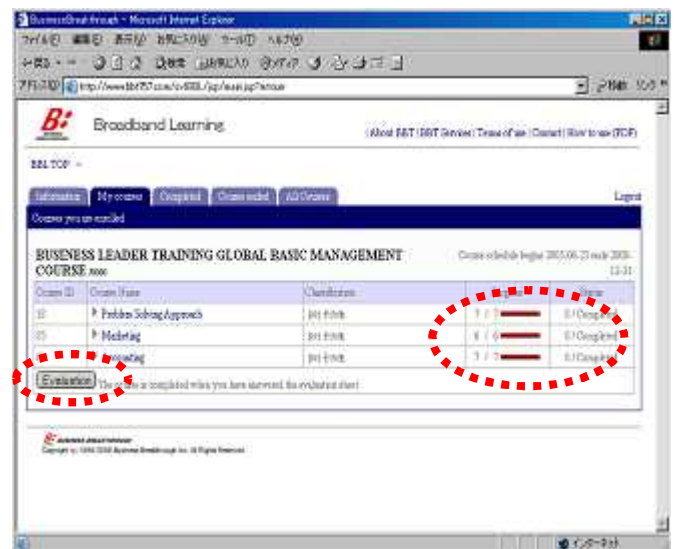
Answer the "Comprehension test"



## Evaluation

When all the lectures have been completed, your score and "Completed" will appear in the "status" column in the "My courses" tab.

Submit the evaluation sheet after you have completed all the lectures. The lecture will not be considered completed unless the evaluation sheet has been submitted.



# 7 . Completion of the Course

## Requirements for completing the course

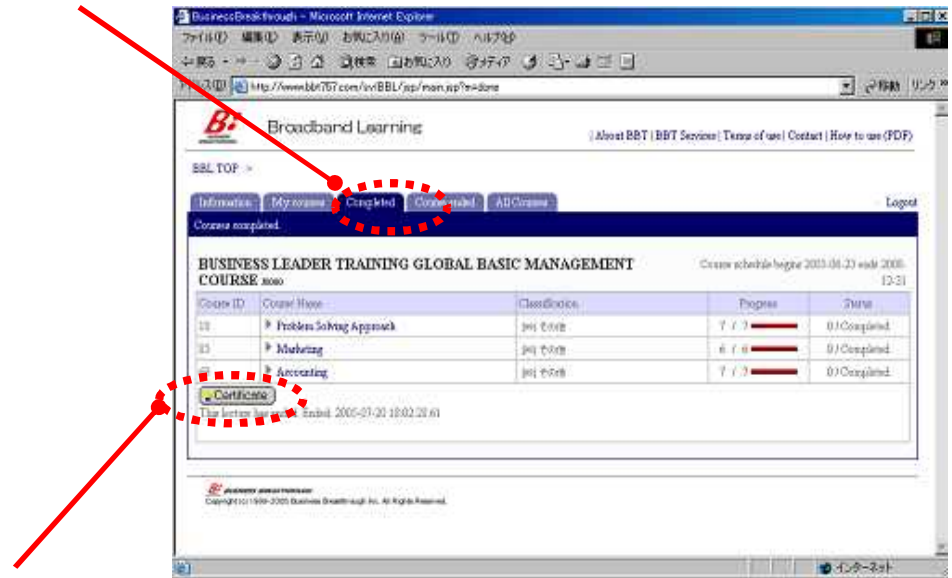
The requirements listed must be completed by the deadline in order to complete the course.

A passing grade must be achieved on each comprehension test (unless the lecture does not have a comprehension test)

Submit your evaluation sheet.

During the course period, you can view the lecture video as many times as you want.

After you submit the evaluation sheet, the table of lectures will appear in the "completed" tab.



## Issue the Certificate of Completion

The certificate of completion the course can be issued from the web campus. When you have fulfilled the requirements of the course, the "Certificate" tab will appear on the page of the table of lectures. The certificate will be issued as a PDF.

### Contact

Write your name and ID Number when you submit a query.

ALC Education Inc. :

E-Mail address: [bbl@alc-education.jp](mailto:bbl@alc-education.jp)