



ONLINE COURSE INFORMATION

Winter 2010 Semester

COURSE: CIS 109 L2

INSTRUCTOR: G. Leinbach

Spreadsheet Software

EMAIL: gleinbach@monroeccc.edu

There are many benefits of online courses at MCCC:

- Less restrictive scheduling
- Convenience
- Intensive self-study
- Course materials are accessible 24 hours a day 7 days a week

Some students struggle in an online format. Other students excel. Students who excel in an online format are:

- Highly self-motivated
- Have strong computer skills
- Possess good time management skills
- Know how to study independently
- Possess good communication skills

Online classes at MCCC are NOT self-paced. Instruction is delivered in an entirely web-based format. Students must complete exams, assignments, etc. by specified due dates. Some exams and assignments may be required to be completed at an authorized location as established by the instructor.

When taking an online 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

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

Online courses use Blackboard course management system as the means of communication between the students and 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?

For assistance **logging** into **Blackboard** and **Student Email**: 734.384.4234

Other Blackboard related questions:
734.384.4328

More information on following page . . .

COURSE DESCRIPTION	<p>This course familiarizes students with electronic spreadsheets, spreadsheet graphics and data management systems. The various applications to business and general management systems will be discussed. Hands-on experience will be provided utilizing a popular spreadsheet software package such as Excel for Windows.</p> <p>The complete Outline of Instruction can be found at http://www.monroeccc.edu/outlines/.</p>
COURSE BEGINS	Friday, January 15, 2010
COURSE ENDS	Saturday, May 8, 2010
PREREQUISITE	None
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process.
PROCTORED EXAMS OR ASSIGNMENTS	None
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	<p>Some online classes require students to take exams at authorized, proctored locations. Test proctoring centers are authorized testing locations where a staff person administers a test or assignment. If students are not able to arrange transportation to MCCC's main campus for testing, a proctored test site must be arranged. Students near the MCCC campus can take the test in the Regional Computer Technology Center (RCTC). Additional information on the RCTC can be found at http://www.monroeccc.edu/rctc/index.htm. It is the student's responsibility to make arrangements for proctoring with their instructor. Students should also be aware that some testing sites have service fees, which are the responsibility of the student.</p>
COURSE MATERIALS AND TEXTBOOK INFORMATION	<p>Course materials and 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>
COURSE EXPECTATIONS	There will be due dates for assignments and quizzes to be submitted. Late assignments will be penalized and late quizzes are not accepted.
BLACKBOARD SYSTEM REQUIREMENTS	<p><u>Browser Requirements:</u></p> <ul style="list-style-type: none"> • Internet Explorer 8, or Mozilla Firefox 2.0 or higher; or Safari 2.0 or higher • AOL not recommended. If using AOL, please minimize the window and open your web browser in a new window • JavaScript must be enabled • Cookies must be enabled • Java must be enabled

More information on following page . . .

<p>BLACKBOARD SYSTEM REQUIREMENTS, CONTINUED . . .</p>	<p><u>Software Requirements:</u></p> <ul style="list-style-type: none"> • Microsoft Word 2000 or higher is required • Microsoft Office Suite is recommended • Adobe Reader 7.0 or higher <p><u>Other System Requirements:</u></p> <ul style="list-style-type: none"> • High speed or broadband internet connection recommended; 56K connection is required • Video and sound cards are recommended • CD-ROM drive (minimum 16x speed is suggested)
<p>COURSE SPECIFIC SOFTWARE</p>	<p>Microsoft Office 2007 Professional software</p>
<p>WHERE DO STUDENTS START</p>	<p>It is the student’s responsibility to learn how to navigate the Blackboard course site and to become familiar with the MCCC student e-mail system. At the Blackboard home page, information can be found on both Blackboard (click Help near the top of the Blackboard window) and the e-mail system (click the Student Support tab).</p> <p>Registered students will receive class start-up information at their student e-mail address no later than Friday, January 15. At that time students should have full access to all areas of the Blackboard course.</p>
<p>OTHER INFORMATION</p>	<p>For additional information, you should visit the College’s website at www.monroecc.edu or the instructor’s website at www.monroecc.edu/gleinbach.</p>
<p>[UPDATED 12.4.09]</p>	