



ONLINE COURSE INFORMATION

Winter 2010 Semester

COURSE: CIS 130 L3

INSTRUCTOR: L. Shryock

Introduction to Computer Information Systems

EMAIL: lshryock@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 provides students with basic knowledge of computer information systems. This course includes both computer concepts and hands-on use of various computer applications. Computer concepts include computer system basics of hardware, software, files and data storage. The hands-on portion consists of using the operating system, spreadsheets, word processing, databases, presentation software, e-mail and the Internet.</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>

More information on following page . . .

<p>COURSE EXPECTATIONS</p>	<p><u>Students enrolling in this class are expected to have the following pre-skills:</u> (1) keyboarding proficiency, (2) Windows XP or Windows Vista operating system file management skills, (3) basic knowledge of Microsoft Word and Internet Explorer, (4) the ability to compress files and/or folders using Windows WinZip utility, (5) how to open, compose, and send email messages including opening and attaching files via MCCC student email, and (6) the ability to download, unzip and save files from a Web site.</p> <p>There will be specific due dates for projects and discussions. Students are permitted to work ahead, but late work will not be accepted except with permission of the instructor. ISP connectivity problems are not acceptable excuses for late work or missed exams. <u>A high speed Internet connection is required for this course.</u></p> <p><u>Exams will be online.</u> Students must take exams during the 24-hour period specified on the course syllabus. Exams will be timed.</p>
<p>BLACKBOARD SYSTEM REQUIREMENTS</p>	<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
<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>Students are required to have Windows XP or Windows Vista operating system, Internet Explorer 8, Mozilla FireFox 3.0, Microsoft Word 2007, Excel 2007, Access 2007, and PowerPoint 2007. Course materials are not MAC compatible. Microsoft Works (.wks, .wps, or .wdb) files and .rar compressed files are not acceptable.</p>
<p>WHERE DO STUDENTS START</p>	<ol style="list-style-type: none"> 1. On Friday, January 15, 2010 (the first day of class) students are to access their my.monroeccc.edu email and read the email message from the instructor. 2. Students are to successfully log into the Blackboard course site on the first day of the semester.
<p>OTHER INFORMATION</p>	<p>For additional information on using Blackboard and MCCC student email go to: http://www.monroeccc.edu/distancelearning/</p>
<p>[UPDATED 12.4.09]</p>	