



ONLINE COURSE INFORMATION

Fall 2021 Semester

COURSE: CIS 130 L4

INSTRUCTOR: K. Colston

Intro to Computer Information Systems

EMAIL: kcolston@monroecc.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 while 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 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 multiple times each week to keep up with communication, assignments and other coursework.

Brightspace

Online courses use Brightspace 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 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.

Brightspace courses are made available to students on the day the course begins.

Please see the Start Date below.

MCCC Student Email

It is essential that online students use their MCCC student email account. This will be the primary means of email communication between you and your instructor. For more information about activating your MCCC student email account, visit the college's webpage at www.monroecc.edu.

NEED HELP?

BRIGHTSPACE HELP DESK: 734.384.4328
or elarning@monroecc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

<p>COURSE DESCRIPTION</p>	<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.monroecc.edu/outlines/.</p>
<p>COURSE BEGINS</p>	<p>Wednesday, August 25, 2021</p>
<p>COURSE ENDS</p>	<p>Monday, December 13, 2021</p>
<p>REGISTRATION PROCESS</p>	<p>Students must register for the course through the College's regular registration process.</p> <p>If you are a first-time online student at MCCC you must complete an online orientation course (ONL-001). You will be automatically enrolled into the online orientation course, which will provide you with critical information on the technical, study, reading and writing skills necessary to be a successful online student. This course will be listed in your MyCourses module in Brightspace and there will be 4 modules to complete. Please note that all four modules will NOT be visible when you first login, but will become visible once you complete the requirements for each module. Please complete FL2021-ONL-001-L1 by August 21, 2021. Failure to complete the online orientation by the above date may result in <u>de-registration from your Fall 2021 online course</u>.</p>
<p>PROCTORED EXAMS OR ASSIGNMENTS</p>	<p>None, all coursework is completed online.</p>
<p>ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS</p>	<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 Testing Center. Additional information on the Testing Center can be found at https://www.monroecc.edu/testing. It is the student's responsibility to make arrangements for proctoring with his or her instructor. Students should also be aware that some testing sites have service fees, which are the responsibility of the student.</p>
<p>COURSE MATERIALS AND TEXTBOOK INFORMATION</p>	<p>Textbook information can be found on the MCCC Bookstore's webpage, http://www.monroecc.edu/bookstore/. Textbook information is posted approximately one month prior to the beginning of the semester. IMPORTANT: Please ensure you are validating the entire course name and</p>

number when searching for and selecting books to purchase on the Bookstore website. Required texts for classes can vary depending on instructors or if the classes are being held online.

Please contact the MCCC Bookstore for additional information, 734.384.4140.

COURSE EXPECTATIONS

In addition to the CIS 130 prerequisites, there are additional pre-skill expectations for students taking this class online. It is expected students enrolled in this section of CIS 130 know how to:

1. Use their my.monroecc.edu email account
2. Send email with attachments
3. Open email attachments
4. Compress/zip files and/or folders
5. Download and extract files from zipped folders
6. Use basic Windows file management features such as saving files, copying files and creating folders.

Further students will participate in online discussion boards, complete the assigned readings, complete online quizzes/tests and be proactive with questions and concerns.

BRIGHTSPACE SYSTEM REQUIREMENTS

Browser Requirements:

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
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

and access the Desktop support section.

Software Requirements

Download/access web-based Microsoft Office applications:

1. Go to www.monroecc.edu and click CURRENT STUDENTS
2. Next click on EMAIL from the list of links on the left, it will open another window

	<ol style="list-style-type: none"> 3. Click EMAIL LOGIN, then log in with your entire MCCC email address (e.g., tperson23456@my.monroecc.edu) and your email password, which initially is your seven-digit student ID#. 4. Click on the 9-dot square in the upper left corner next to the word "Outlook", some Office Suite icons appear 5. Click on the Office 365 with an arrow link, more Office Suite icons appear 6. Finally, click on the Install Office link and follow the instructions <i>*NOTE there are links in the instructions if you have difficulties installing the software. Please use those links to resolve any possible installation issues.</i> <p>FYI - You will not be able to download Microsoft Office until the first day of the semester.</p> <p>Other System Recommendations</p> <ul style="list-style-type: none"> • Broadband internet connection • Webcam
<p>COMPUTER REQUIREMENTS</p>	<p>PC or Mac computer systems with Windows 10 (<u>or Mac equivalent OS</u>) is required.</p> <p>Chromebook Use Limitations: Chromebooks cannot be used for courses requiring Microsoft Office applications (e.g., CIS 130, CIS 109, etc.). Additionally, Chromebooks may not work with when taking quizzes requiring <i>Respondus Lockdown browser in Brightspace</i>.</p> <p>Mac Computer Use Limitations: The Microsoft Access application does not work on a Mac.</p>
<p>COURSE SPECIFIC SOFTWARE</p>	<p>This course will require you to have access to MS Word, MS Excel, MS PowerPoint, and MS Access. Currently, these applications are available through your college Microsoft 365 account for download and installation on a Windows computer.</p> <p>Following industry, the course will focus on the Windows Operating System and Microsoft productivity tools combined with computer concepts. If you do not own a computer, the computer labs on campus have the needed software installed.</p> <p>This course will require you to have access to MS Word, MS Excel, MS PowerPoint, and MS Access. Currently, these applications are available through your college Microsoft 365 account for download and installation on a Windows computer. There is also a version of MS Word, MS Excel and MS PowerPoint (NOT MS Access) for the Mac OS. If you do not own a computer, the computer labs on campus have the needed software installed. (Please see campus lab locations and hours here: http://www.monroecc.edu/rctc/).</p> <p>Please be aware that the Online/Web version of MS Word, MS Excel and MS PowerPoint do NOT have the full functionality needed. Nor do the App versions that can be installed on a Chromebook. Further, MS Access is NOT available for the Mac OS. Thus, this CIS-130 course is taught from a Windows Operating System perspective.</p> <p>Students must be able to use the college provided email and complete internet research.</p>

	<p>Thus this CIS-130 course is taught from a Windows Operating System perspective. Although it is possible to utilize a Mac OS computer in this course, the focus of the textbooks and instruction is Windows Operating System. Further, if you choose to use a Mac OS computer for this course, please note that you will not be able to complete the MS Access database portion of the course on your Mac OS computer and will need to use a Windows OS computer. Please contact your instructor if you have further questions about Mac OS computer use in this course.</p> <p>Students must be able to use the college provided email and complete internet research. In addition, students will need to have Microsoft Office 365 or 2019 Professional software (including Word 2019, Excel 2019, Access 2019 and PowerPoint 2019) for Windows or comparable version on a Mac.</p> <p>MS Access 2019 is the database software used in this course. Currently MS Access is NOT available on the MAC or Linux operating systems.</p> <p>It is required for the student to purchase Cengage Unlimited for this section which will provide access to course work and an electronic textbook. If you already have an active Cengage Unlimited account, you do not need to purchase this again.</p> <ul style="list-style-type: none"> • <u>Software Requirements:</u> Windows 10, Microsoft Office 2019, Internet Browser Adobe Reader (latest version)
<p>WHERE DO STUDENTS START</p>	<p>On the first day of the semester, the course will open. On that day, you should log into the class as instructed above. You will find instructions for the class there.</p> <p>Always read the announcements weekly. They will instruct you on what you will be required to do for the week.</p>
<p>OTHER INFORMATION</p>	<p>You can buy Cengage Unlimited code from the bookstore or I will have a link in BrightSpace the first week that will enable you to purchase the code directly. Instructions will be available when you log in.</p>
<p>STUDENT LOGIN INFORMATION</p>	<p>To login to Brightspace, E-mail, or WebPal, go to www.monroecc.edu and click on CURRENT STUDENTS on the menu bar, then click on Brightspace, email, or WebPal from the links that appear on the left side of the screen.</p> <p>Brightspace - Login to Brightspace using your unique MCCC Webpal username (i.e., the first part of your MCCC email address) and 7-digit student ID number for your password (or whatever password you use for your MCCC college email account). You should be able to access Brightspace 24 hours after registering for a course. Courses are not available in Brightspace until the first day of the semester.</p> <p>E-mail - Your email address is your MyWebPal user name followed by @my.monroecc.edu (i.e. jsmith12345@my.monroecc.edu). Your password is your seven-digit student ID number (including leading zeros).</p> <p>WebPal - You need a WebPAL user ID and a password to access WebPAL. Your WebPAL user ID is usually your first initial and last name (i.e. Mary</p>

Smith = msmith). To find your user ID, click on **"What's My User ID?"** on the WebPAL home page. Your initial password is your six-digit birthdate (i.e. January 1, 1970 = 010170). After logging on the first time, WebPAL will ask you to change your password. If you are a returning student and can't remember your password, click on **"What's My Password?"** on the WebPAL home page, then choose **"Reset my password."** If you have an e-mail address on file, WebPAL will send you a new password.

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