**Course:** CIS 130 B3

**Instructor:** D. Rayburn

**Email:** drayburn@monroecc.edu

---

### Brightspace

**Blended** courses use Brightspace course management system as the means of communication between the students and the instructor, along with periodic face-to-face or virtual class meetings as established by 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](http://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**

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 Brightspace site.

---

**NEED HELP?**

**Brightspace Help Desk:** 734.384.4328 or elearning@monroecc.edu

**College Email:** 734-384-4328

**WebPal:** 734-384-4333
### COURSE DESCRIPTION

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.

The Course Outcome Summary can be found at [https://www.monroeccc.edu/course-outcomes](https://www.monroeccc.edu/course-outcomes).

### COURSE BEGINS

Friday, January 12, 2024

### COURSE ENDS

Monday, May 6, 2024

### REGISTRATION PROCESS

Students must register for the course through the College’s regular registration process.

If you are a first-time blended 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 **WI2024-ONL-001-L1 by January 3, 2024**. Failure to complete the online orientation by the above date may result in de-registration from your Winter 2024 blended course.

### EXAMS OR ASSIGNMENTS

All completed coursework will be submitted utilizing online tools. (Brightspace, SAM publisher portals, etc.)

### ADDITIONAL INFORMATION: EXAMS OR ASSIGNMENTS

MCCC students completing online quizzes/tests or other assessment activities from home or other remote locations may be required to complete a room scan before the assessment activity. Students seeking an alternative to the pre-assessment room scan should contact MCCC Student Services at 734.384.4255 for more information regarding on-campus assessment options.

### SCHEDULED MEETINGS

### COURSE MATERIALS AND TEXTBOOK INFORMATION

All required textbooks and/or access codes are available for purchase by the student at the MCCC/eCampus Online Bookstore website: [https://monroeccc.ecampus.com/](https://monroeccc.ecampus.com/). Sign in using your MCCC student email and password.

All required course supplies are available for purchase by the student at the Campus Store or on the Campus Store website: [https://bookstore.monroeccc.edu/](https://bookstore.monroeccc.edu/)
Textbook information is available for viewing approximately one month prior to the beginning of the semester at https://monroeccc.ecampus.com/. IMPORTANT: Please ensure you are logging in and using the “Shop by Schedule” option to view and purchase only those materials assigned to your specific course(s).

Please contact the MCCC Campus Store for additional information, 734.384.4140.

As a blended course it is important that students attend the weekly scheduled sessions and access the course on a regular basis.

Students will also need to complete assigned readings, assignments, quizzes/tests, projects by the assigned due date and communicate with the instructor if they are having any issues in the course.

Students enrolled in this section of CIS 130 should also be familiar with:

- How to log in and access their Brightspace account
- How to log in and access their my.monroeccc.edu email account
- How to send outgoing & open incoming email with attachments
- Basic Windows file management features such as saving files, copying files and creating folders
- Completing internet research

**Browser Requirements:**

**Desktop Support**

<table>
<thead>
<tr>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
<th>Maintenance Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® Edge</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Mozilla® Firefox®</td>
<td>Latest, ESR</td>
<td>N/A</td>
</tr>
<tr>
<td>Google® Chrome™</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Apple® Safari®</td>
<td>Latest</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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.monroeccc.edu and click CURRENT STUDENTS
2. Next click on EMAIL from the list of links on the left, it will open another window
3. Click EMAIL LOGIN, then log in with your entire MCCC email address (e.g., tperson23456@my.monroeccc.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 *NOTE there are links in the instructions if you have difficulties installing the software. Please use those links to resolve any possible installation issues.

FYI - You will not be able to download Microsoft Office until the first day of the semester.

Other System Recommendations
• Broadband internet connection
• Webcam

**Computer Requirements**
PC or Mac computer systems with Windows 10 (or Mac equivalent OS) is required.

**Chromebook Use Limitations:** Chromebooks cannot be used for courses requiring Microsoft Office applications (e.g., CIS 130, CIS 109, etc.). Additionally, Chromebooks do not work when taking quizzes requiring Respondus Lockdown browser in Brightspace.

**Mac Computer Use Limitations:** The Microsoft Access application does not work on a Mac.

This CIS-130 course is taught from a Windows Operating System perspective. This course will focus on the Windows Operating System and Microsoft productivity tools combined with computer concepts. If you do not own a computer, there are computer labs on campus that have the needed software installed.

This course will require you to have access to Microsoft Office 365 or 2019 Pro software (including Word 2019, Excel 2019, Access 2019 and PowerPoint 2019) for Windows or comparable version on a Mac. Currently, these applications are available through your college Microsoft 365 account for download and installation.

If you should 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 and will need to use a Windows computer.

Online/Web versions as well as App versions for Chromebooks of Word, Excel and PowerPoint however they may not have the full functionality needed. See Computer Requirements above for additional information.

You will need to purchase the appropriate book bundle from the college bookstore which will include a SAM Access code which is needed to complete the course. You may also use Cengage Unlimited for this section which will provide access to course work and access to an electronic textbook. See: Campus Store information above for “Textbook” Information.
**WHERE DO STUDENTS START**

On the first day of the semester, the course will become available and students will be provided instruction in class on how to get started. On that day, you will be given additional information on how to log into the course including Brightspace and the Cengage SAM portal.

**OTHER INFORMATION**

Students may utilize the textbook bundle or the Cengage digital access. This will be reviewed in class for those students who have questions. Please note that temporary access to the digital book and portal is available for students until a purchase has been made.

**STUDENT LOGIN INFORMATION**

To login to Brightspace, E-mail, or WebPal, go to www.monroeccc.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.

**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.

**E-mail** - Your email address is your MyWebPal user name followed by @my.monroeccc.edu (i.e. jsmith12345@my.monroeccc.edu). Your password is your seven-digit student ID number (including leading zeros).

**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 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.