



## ONLINE COURSE INFORMATION

### Fall 2017 Semester

COURSE: CIS 130 L4

INSTRUCTOR: Dr. Patrick J. Nedry

Introduction to Computer Information Systems

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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 Blackboard multiple times each week to keep up with communication, assignments and other coursework.

### 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.monroecc.edu](http://www.monroecc.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

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](http://www.monroecc.edu).

### NEED HELP?

**BLACKBOARD HELP DESK:** 734.384.4328  
or [elarning@monroecc.edu](mailto: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 <a href="http://www.monroecc.edu/outlines/">http://www.monroecc.edu/outlines/</a>.</p>
<p>COURSE BEGINS</p>	<p>Wednesday, August 23, 2017</p>
<p>COURSE ENDS</p>	<p>Monday, December 11, 2017</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 Blackboard 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 <b>FL2017-ONL-001-L1 by August 19, 2017</b>. Failure to complete the online orientation by the above date may result in <u>de-registration from your fall 2017 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><b>Some</b> 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 <a href="http://www.monroecc.edu/rctc/index.htm">http://www.monroecc.edu/rctc/index.htm</a>. 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, <a href="http://www.monroecc.edu/bookstore/">http://www.monroecc.edu/bookstore/</a>. Textbook information is posted approximately one month prior to the beginning of the semester. <b>IMPORTANT:</b> 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>

<p>COURSE EXPECTATIONS</p>	<p>Some keyboarding proficiency will be helpful. "Two finger" keyboarding will present a significant limitation to the student. Familiarity with the Windows 7, Windows Vista, or Windows XP operating system, web browsers, and email software (including how to attach multiple files), are necessary 'pre-skills' for this online course.</p>
<p>COURSE EXPECTATIONS, CONTINUED . . .</p>	<p>There is a high volume of homework associated with this course, with several assignments due per week. Learning activities will include textbook and online readings, slide presentations, web resources, web-based activities including threaded discussions, assignments that will be submitted online, online assessments, and online examinations. The Blackboard course management system and email will be the primary tools for communication. You will also be using the publisher's website, SAM by Cengage and web-based materials associated with your textbook. The textbook can be an eText, however the SAM Access Code comes packaged with the Course Technology materials.</p> <p>Documents usually become available at 7:00 a.m. when the course opens and must be submitted by 11:59 p.m. according to the published schedule. These dates are detailed in the course schedule that will be available in the Course Documents section of Blackboard and appear in the Announcements.</p> <p>All course work is completed online. Due dates for the assignments and exams will be posted in the Syllabus &amp; Schedule and Course Documents section of Blackboard. Typically, students will be able to take the exams after completing the associated chapter assignments, then the exam will "open" or become available. <b>The amount of time it is available depends on when you complete the associated assignments.</b> It is possible to accelerate your completion of the course, although it is not required. The exams will be timed with the submission time ending at 11:59 p.m.</p> <p>There will be <b>no make-up exams</b> except in the case of a documented medical emergency and the Instructor's permission.</p> <p>There will be deadlines for projects and/or assignments <b>to be submitted in the Assignments area of Blackboard and SAM.</b> With few limitations, you will be permitted to work ahead.</p> <p>In addition to the course site on Blackboard, you will be using a publisher's companion website, SAM by Cengage. There will be other course resources on the Internet that will need to be accessed during the semester course. Microsoft Office products for Mac's are not always of the same version as those available for PC's and present some challenges for completing Office 2016/Office 365 assignments. <b>There is no ACCESS (data bases) software for Mac's.</b></p>
<p>BLACKBOARD SYSTEM REQUIREMENTS</p>	<p><b>Browser Requirements:</b></p> <ul style="list-style-type: none"> <li>• Mozilla Firefox 31 or higher (recommended browser for Blackboard)</li> <li>• Google Chrome 36 or higher (recommended browser for Blackboard)</li> <li>• Safari 6 or higher</li> </ul>

	<ul style="list-style-type: none"> <li>• Internet Explorer 9 or higher (IE compatibility view settings will need to be adjusted for optimum Blackboard use)</li> </ul> <p>For the most current Blackboard operating system and browser requirements, please go to <a href="http://www.monroecc.edu/distancelearning/elearning_student.htm">http://www.monroecc.edu/distancelearning/elearning_student.htm</a> and access the "Blackboard Browser Requirements" link.</p> <p><b>Software Requirements</b></p> <ul style="list-style-type: none"> <li>• Microsoft Office Suite is required (you have access to this by using your MCCC email address.</li> <li>• Adobe Reader 9.0 or higher</li> </ul> <p><b>Other System Requirements</b></p> <ul style="list-style-type: none"> <li>• High speed or broadband internet connection recommended</li> <li>• Printer, video and sound cards</li> <li>• CD-ROM drive</li> </ul>
<p>COURSE SPECIFIC SOFTWARE</p>	<p>Students must have access to a computer with authorized copies of the Microsoft Office 2016 Suite of programs: WORD, EXCEL, ACCESS, and POWERPOINT. NOTE: Most student versions of Office <b>do not</b> come with ACCESS. Using your MCCC email address you have access to the complete Microsoft Office Suite (WORD, EXCEL, ACCESS, and POWERPOINT). Details will be provided as the course opens.</p> <p>Course materials may not be MAC compatible. There are some work-arounds provided for working the materials on a MAC. Some commands in the PC world do not exist in the MAC world, ie CTRL and 'right click.'</p> <p><b>MAKE SURE YOU PURCHASE THE COURSE MATERIALS SPECIFIC TO SECTION -L1 OF CIS 130!!</b></p>
<p>WHERE DO STUDENTS START</p>	<p>When you send me an email, to <a href="mailto:pnedry@monroecc.edu">pnedry@monroecc.edu</a>, please include the Course and Section in the Subject Line, i.e., CIS 130 L1 and the topic.</p> <p>It is the student's responsibility to learn how to navigate the Blackboard course site and publisher websites associated with the text. There are several tools to assist you in the Student Resources Center in Blackboard and on the publisher websites.</p> <p>All students who have officially enrolled and have emailed the required information by the due date will have full access to all areas of the Blackboard course site no later than 7:00 a.m., <b>Wednesday, August 23, 2017.</b></p>
<p>OTHER INFORMATION</p>	<p>If you have any questions, email your instructor, Dr. Patrick J. Nedry, at: <a href="mailto:pnedry@monroecc.edu">pnedry@monroecc.edu</a>.</p>
<p>[DATE]</p>	