



## ONLINE COURSE INFORMATION

### Spring 2017 Semester

COURSE: CIS 130 L2

INSTRUCTOR: B. Hesser

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>Monday, May 8, 2017</p>
<p>COURSE ENDS</p>	<p>Saturday, June 17, 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>SP2017-ONL-001-L1 by May 4, 2017</b>. Failure to complete the online orientation by the above date may result in <u>de-registration from your spring 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>Identify and recognize concepts pertaining to all of the following major units:</p> <ul style="list-style-type: none"> <li>- Essential Concepts: Computer, Internet, Browser and Email Basics</li> <li>- Computer Hardware: How the computer works</li> <li>- Computer Software: Operating systems, Application and System Software, Installing Software and Copyrights</li> <li>- Computer File Management, Viruses and Backup</li> <li>- LAN Networks and internet technology</li> <li>- Web Technology, Web Page Authoring, E-Commerce</li> <li>- Digital Media: Bitmap and Vector Graphics, Video and Sound</li> <li>- Hands-On Component: Operating System, Email, Browsing the Web, Word Processing, Spreadsheet, Database and Presentation Software</li> <li>- Demonstrate and practice the ability to perform basic file management and operating system tasks</li> <li>- Demonstrate and practice the ability to create and save documents using word processing, spreadsheets, databases and presentation software</li> <li>- Demonstrate and practice the ability to use the internet and email software effectively</li> </ul>
<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> <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 Word 2013 is recommended</li> <li>• Microsoft Office Suite is recommended</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>

COURSE SPECIFIC SOFTWARE	Windows 10 and Microsoft Office 2016
WHERE DO STUDENTS START	Online Blackboard Course
OTHER INFORMATION	
[DATE]	