



## ONLINE COURSE INFORMATION

### Summer 2019 Semester

COURSE: CIS 109 L1

INSTRUCTOR: B. Hesser

Spreadsheet Software

EMAIL: [bhesser@monroecc.edu](mailto:bhesser@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](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

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?

**BRIGHTSPACE 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 familiarizes students with electronic spreadsheets, spreadsheet graphics and data management systems. The various applications to business and general management systems will be discussed. Hands-on experience will be provided utilizing Excel 2016.</p> <p>The complete Outline of Instruction can be found at <a href="http://www.monroecc.edu/outlines/pdfs/bus/CIS109.pdf">http://www.monroecc.edu/outlines/pdfs/bus/CIS109.pdf</a>.</p>
<p>COURSE BEGINS</p>	<p>Monday, May 20, 2019</p>
<p>COURSE ENDS</p>	<p>Saturday, July 13, 2019</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 <b>SU2019-ONL-001-L1 by May 16, 2019</b>. Failure to complete the online orientation by the above date may result in <u>de-registration from your Summer 2019 online course</u>.</p>
<p>PROCTORED EXAMS OR ASSIGNMENTS</p>	<p>None, all work 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>

Please contact the MCCC Bookstore for additional information, 734.384.4140.

COURSE  
EXPECTATIONS

Students will be expected to Identify/Recognize:  
Components of the spreadsheet window, Spreadsheet design concepts, Text, data and formulas, Various categories of functions, Major types of charts, How to write a formula, Elements of a list, Various smart Icons, Definitions from a list of glossary terms relative to spreadsheets, Cell references to other work sheets, Workbook templates, Editing and Web tools, and Validation rules.

Student will be expected to Demonstrate/Practice the ability to enter data into a worksheet cell, edit the contents of a worksheet cell, write formulas using operators and functions, insert and delete rows and columns, insert borders around cells, format a worksheet, change column widths and row heights, Spell Check a worksheet, audit formulas, print all or a portion of a worksheet, define and print a chart, work with lists, compute statistics on selected records, freeze column or row labels, record and edit macros, create and print a worksheet group, perform what-if analysis, use advanced spreadsheet tools, use data tables, and create 3D cell references.

BRIGHTSPACE  
SYSTEM  
REQUIREMENTS

**Browser Requirements:**

**Desktop Support**

<b>Browser</b>	<b>Supported Browser Version(s)</b>	<b>Maintenance Browser Version(s)</b>
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](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser) and access the Desktop support section.

**Software Requirements**

- Microsoft Word 2016 is recommended
- Microsoft Office 2016 Suite is recommended
- Adobe Reader (latest version)

	<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>Microsoft Excel 2016, Internet Browser</p>
<p>WHERE DO STUDENTS START</p>	<p>Online Brightspace/D2L Course</p>
<p>OTHER INFORMATION</p>	
<p>[DATE]</p>	