



ONLINE COURSE INFORMATION

Winter 2019 Semester

COURSE: CIS 130 L3

INSTRUCTOR: Jeffrey Peters, Ph.D.

Introduction to Computer Information Systems

EMAIL: jdpeters@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

COURSE DESCRIPTION	<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.monroeccc.edu/outlines/.</p>
COURSE BEGINS	Friday, January 11, 2019
COURSE ENDS	Monday, May 6, 2019
REGISTRATION PROCESS	<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 WI2019-ONL-001-L1 by January 9, 2019. Failure to complete the online orientation by the above date may result in de-registration from your Winter 2019 online course.</p>
PROCTORED EXAMS OR ASSIGNMENTS	<p>All coursework for this course is completed online (unless you experience "technical issues" taking online quizzes and exams. If this occurs, then any make-up quizzes or exams granted by the instructor must be taken in a proctored environment or on campus in the BLL or RCTC computer labs).</p>
ADDITIONAL INFORMATION: PROCTORED EXAMS OR ASSIGNMENTS	<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 Regional Computer Technology Center (RCTC). Additional information on the RCTC can be found at http://www.monroeccc.edu/rctc/index.htm. 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>

COURSE MATERIALS AND TEXTBOOK INFORMATION

Textbook information can be found on the MCCC Bookstore’s webpage, <http://www.monroeccc.edu/bookstore/>. Textbook information is posted approximately one month prior to the beginning of the semester.
IMPORTANT: 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.

Please contact the MCCC Bookstore for additional information, 734.384.4140.

COURSE EXPECTATIONS

1. Please note that it is assumed the CIS 130 online students already have the following technology skills: using college email, sending emails with attachments, basic file management, and web browser basic knowledge. If you don’t have these skills it is recommended that you take an on-ground CIS 130 course.
2. Login to the course the first day of the semester and download the syllabus and post a response to the Self-Introductions discussion forum.
3. Access the course several times weekly.
4. Use your college email account.
5. Read the course texts.
6. Complete your assignments by the due date. LATE WORK WON’T BE ACCEPTED.
7. Communicate with the instructor sooner rather than later if you’re having an issue in the course.

BRIGHTSPACE SYSTEM REQUIREMENTS

Browser Requirements:

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
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

	<p>https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser and access the Desktop support section.</p> <p>Software Requirements</p> <ul style="list-style-type: none"> • Microsoft Word 2016 is recommended • Microsoft Office 2016 Suite is recommended • Adobe Reader (latest version) <p>Other System Requirements</p> <ul style="list-style-type: none"> • High speed or broadband internet connection recommended • Printer, video and sound cards • CD-ROM drive
COURSE SPECIFIC SOFTWARE	<ol style="list-style-type: none"> 1. Windows 10 Operating System 2. Office 2016 (Word, PowerPoint, Excel and Access)
WHERE DO STUDENTS START	<p>The first day of the semester, login to our course in Brightspace and click the <u>Content</u> link, then the <u>Week 1-Start Here</u> folder within the Table of Contents. Next, download and read the course syllabus. Finally, reply to the Self-Introduction forum on the course Discussion Board (top navigation menu: Communication > Discussions).</p>
OTHER INFORMATION	<p>*Required meetings: One online presentation is required for the course. The online presentation times will be flexible.</p> <p>**Recommend that students have a web camera and/or microphone for the online presentation. As a back-up a smart phone can also be used for the online presentation.</p> <p>***Chromebook and netbook computers will not work for this course.</p> <p>****Please note that this CIS-130 course is taught from a PC computer perspective. Although it is possible to utilize a Mac computer in this course, the focus of the texts and instruction is PC-based. Further, if you choose to use a Mac for this course, please note that you will not be able to complete the Access database portion of the course on your Mac and will need to use a PC. Please contact your instructor if you have further questions about Mac computer use in this course.</p>
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