

# SYLLABUS CSIS 115

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## Course Title: CSIS 115 Computer Concepts and Applications (8 Weeks)

Credit Hours: 3

### Course Description

This course provides basic technology skills needed for success in college-level coursework and career preparation. Topics include file management on local, network and cloud-based storage media. Additional topics include word processing, spreadsheet, database, and presentation software as well as navigation of web-based information, data security and personal information assurance. Test out option available upon request.

This class is fully online. However, proctored exams are required, taken at a testing center or with an approved proctor.

Test out option available upon request. You can choose to "test out" of this class and receive credit by taking a comprehensive exam over the contents. Contact Cindy Herbert, Computer Science Program Coordinator, Metropolitan Community College - Longview, 816 604 2356 if you have questions or want to arrange testing.

### Prerequisite

None

### Textbook Information

#### 1. Required Textbook

MCC Bookstore bundled ISBN: 9781337205870 (includes textbook, SAM access code, and Office 2016 trial version)

Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, 1st Edition, Misty E. Vermaat, 2017 Cengage Learning

Purchasing the textbook and/or SAM from sources other than the MCC bookstore (Amazon, Chegg, etc.), may NOT give you the correct materials for the class.

## 2. Other Required Materials

Microsoft Office 2016 or Office 365 University (2016 Version)

You do not need to own this software but you must have be able to complete projects using Word, Excel, Access, and PowerPoint. All MCC computer labs have them installed.

SAM 2016 is the used for projects, training, quizzes, and exams.

## Course Objectives

Upon the successful completion of this course, you will be able to:

- Use operating system tools to manage local, network and cloud-based content.
- Use word processing software to create, edit and format documents.
- Use spreadsheet software to calculate, organize, edit and present numerical data.
- Use database software to create files, enter and edit data, perform queries, and create forms and reports.
- Use presentation software to create, edit, and enhance presentations.
- Use browser applications to navigate web-based information sources and applications.
- Use e-mail applications to manage contacts, calendar and send /receive messages.
- Identify and recognize appropriate data security practices and information assurance.

## Communication and Turnaround Time

### 1. Communication Types

- Announcements will be posted by the instructor on the Announcement page.
- Messages:
  - If you have specific, personal questions for the instructor, send a message through Blackboard using the Messages link in the course.

- Discussions: Questions and answers will be posted in the discussion board forums. Weekly discussion questions may be posted for class interaction.
  - General Question Forum: If you have a general question regarding the course policies and procedures that have not been answered in the syllabus or course orientation materials, there is a discussion board forum labeled General Questions. Your question and the instructor's response will be available there to help others who may have had the same question.

## 2. Communication Turnaround Time

You can expect all correspondence via discussion board or messaging to be responded to within 24 hours Monday through Friday. The instructor will notify the class if there will be longer periods of time where responses may be delayed.

## Grades and Feedback Turnaround Time

It is important to keep up with your grades in the class.

Use these links to see how to check your grades and feedback:

- [How to check My Grades written tutorial](#)  
[How to check My Grades video tutorial](#)
- [How to check assignment grades written tutorial](#)  
[How to check assignment grades video tutorial](#)

Expected turnaround times for each assignment type.

Expected turnaround times for each assignment type:

- Discussion forums will be graded within three days after the due date.
- SAM activities such as projects and exams and other non-essay type questions are auto-graded immediately after you take them.
- Feedback for a submitted project, quiz or exam is available in SAM in the form of a report. Refer to the 'SAM Student Manual' in the SAM 2016 folder under Course Documents for the steps to generate reports in SAM.

## Grades

### Percentage/Grade:

Discussions and Introduction Activities = 6%

Module Quizzes = 14%

Projects = 20%

Exams = 40%

Comprehensive Final Exam = 20%

### Letter Grades

- A = 90-100 %
- B = 80-89 %
- C = 70-79 %
- D = 60-69 %
- 59% or less will result in failing the class

## Assignment Types and Grading Policy (Including Proctored Exams)

### 1. Discussions

You must post at least three substantive messages per unit/discussion forum on three different days to get full credit. Comments should be meaningful, demonstrating in-depth thought and contributing to the overall learning of other individuals in the course.

### 2. Quizzes

The Introductory Quiz and Discussions are completed in Blackboard. All module quizzes are completed using SAM. The quizzes consist mostly of performance-based questions and a few multiple choice and T/F. You have three attempts to complete each quiz. Your highest score will be recorded. Refer to 'SAM 2016 – Students – Taking a SAM Exam' in the SAM 2016 folder under Course Documents for the steps to complete quizzes (SAM calls every assessment an exam) in SAM.

### 3. Exams

There are a total of five exams; one each over Word, Excel, Access, and PowerPoint and a comprehensive final exam. The exams are one attempt only, and taken in SAM. Your score for the Word, Excel, Access, and PowerPoint exams will appear once you have completed them. The report that provides feedback will only be available on the day after the due date. Your score on the

Final Exam will appear after you have completed it, but feedback will not be available.

The Final Exam is comprehensive over all the topics covered in the course. It will be taken in SAM. It consists of 100 objective-based and performance-based questions.

## Proctored Exams

MCC Online students use SmarterProctoring to sign up for a time to take a proctored exam. You can sign up to take the exam in one of the MCC testing centers or with another approved proctor. If SmarterProctoring does not offer a pre-approved proctor in your area, you may find another proctor with the approval of the instructor. Instructions on how to use SmarterProctoring are provided within the course itself.

Please note that if you are testing at one of the MCC locations you will be required to sign up for an available time slot at that testing center before arriving at the site. Even if you are a “walk-in” you will need to access SmarterProctoring to sign up prior to being allowed to take the test.

## Course Policies

### 1. Non-graded Assignments

You are strongly encouraged to complete the module training before you can take the quiz. The training isn't graded and it's not required; it's a practice activity for you to make sure you are familiar with all skills covered in the module. Refer to 'SAM 2016 – Students – Completing a Training' in the SAM 2016 folder under Course Documents for the steps to complete training in SAM.

### 2. Extra Credit

There is no extra credit.

### 3. Expectations

It is expected that you will access the course at least three times per week. Daily access is encouraged.

This course has been designed to be delivered in as flexible a manner as possible, but to be successful you should plan to log in and participate multiple times a week. This is a three credit hour class so you should plan on spending about 12-18 hours a week on this course with the online requirements (discussions, videos), reading materials, and study time.

#### 4. Attendance Policy

Since this course is online, your “attendance” in class is based on meeting assignment deadlines. You must submit work for the class to be considered attending the class. Federal Guidelines require you to login, participate, and submit assignments to be considered attending.

MCC regulations state that an instructor may withdraw you from class after a consecutive absence equating to 15% of the total class time, or after total absences equating to 33% of the total class time. If you fail to submit any work for one week of an 8-week course or two weeks of a 16-week course, you may be withdrawn. If you fail to turn in 33% of your work in the course, you may be withdrawn from the course. An instructor **may** choose to enforce a stricter attendance policy.

***Simply logging in to Blackboard does not count as attendance.***

#### 5. Late Work

Due dates for assignments, exams, discussions and other work are posted on the course schedule or calendar. Late assignments are not accepted.

#### 6. Drop Policy

It is your responsibility to withdraw from the course if you decide to stop attending. If you choose to drop the course you must complete a drop form and submit it to the campus records office. Check myMCKC > Student Center for the specific dates, including the last date to drop your course without assessment (or grade posted) for the course

Before withdrawing, please contact an advisor to determine what if any impact this drop will have on your financial aid.

#### 7. Code of Conduct

You are required to follow the [Metropolitan Community College's Student Code of Conduct](#).

## 8. Student Support

If you need technical support for Blackboard, MCC student email, tutoring services, library services, advising or counselling services, please click on the “Student Resources” tab on top of Blackboard after logging in.

## Netiquette

Information on appropriate online conduct can be found in [The Core Rules of Netiquette](#). You are expected to follow these rules and any other specific rules your instructor may require for interacting in the class.

## Satisfactory Academic Progress

In order to continue your eligibility for financial aid you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC, and completing your educational plan within a reasonable time. Your progress will be reviewed at the end of each semester. More information is available at [Satisfactory Academic Progress at MCC](#).

## ADA

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of your online coursework, please contact the campus Disability Support Services (DSS) Coordinator or your choice. Phone numbers and additional information are listed at [mcckc.edu/disability](http://mcckc.edu/disability). The DSS Coordinator will work with you to determine what disability documentation/information is needed in order to provide accommodations. Accommodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. You can identify yourself to DSS as a student with a disability and request accommodations anytime during your education. Please note that accommodations are not retroactive and may vary based on the nature and requirements of the class.

- [Blackboard Accessibility Information](#)
- [Smart Proctoring Accessibility Information](#)
- [Cengage SAM 365 & 2016 Accessibility Information](#)

SAM 365 & 2016 Student User Accessibility (508 compliance) Statement

The following information pertains to student accessibility of our SAM (Skills Assessment Manager) software developed by Cengage Learning. Cengage Learning is



committed to helping all students have a successful experience with our online products. SAM 2016/365 content and platform updates are developed with all student users in mind and is continually evaluated to improve the accessibility of the product. This statement is an overview of our compliance as of June 26, 2016 and will be continually updated as additional improvements are implemented.

Hearing impaired students benefit from on-screen text and visual cues in SAM's Microsoft Office trainings that help them work through each mode of the simulation. The Observe and Practice modes in the SAM Trainings automatically deliver audio explanations of the skills covered along with corresponding on-screen text. Screen reader accessible transcripts are also available in the SAM Content Player for additional assistance. Both the Apply mode in SAM's Microsoft Office trainings and SAM Exam tasks display a textbox outlining the skill task instructions that the student is asked to complete. In addition, SAM's Computer Concepts trainings have closed captioning and screen reader accessible transcripts available.

SAM Trainings are also designed to be self-paced and provide a pressure-free environment where students can take their time learning skills by reading, watching or receiving guided help. The rewind, fast-forward, pause, and volume controls are always available in SAM Training, and visual indicators let students know which Training tasks they've completed. Additionally, SAM's in-depth Reports offer students the ability to see exactly how they did on an assignment, and offer instructors a helpful viewpoint of how their classes are faring on an individual level or classroom level.

Visually impaired students are able to use screen readers to access the SAM 365 & 2016 platform and assignments including SAM Trainings, Assessments, and Projects, Computer Concepts content, online readings in the MindTap Readers, SAM's objective-based test bank questions, and Study Center content. Additionally, the SAM platform and content is developed with 508 color ratio standards in mind.

Visually impaired students and students with fine motor and cognitive disabilities are able to use the keyboard to navigate the platform and complete all SAM 365 & 2016 assignments.

Alternate arrangements such as scheduling text-based assignments in conjunction with Cengage Learning's Permissions/Accessibility Department is also possible. Cengage Learning is a participating member of the AccessText Network (ATN). The ATN provides a common interface for Disabled Student Service offices and providers to request, track, and receive electronic files for college textbooks on behalf of students with print-related disabilities. Under this arrangement, the Disability Support Services official at the student's school may request an electronic file of text-based material. Instructions, contact information, and details on where to find other helpful resources are available at the following Cengage Learning website:  
[cengage.com/permissions/accessibility](http://cengage.com/permissions/accessibility)

Students on education plans that allow for special accommodations, such as extended time on exams or additional assignment submissions, will benefit from SAM's global accommodation settings for exams and projects, which allow instructors to set default scheduling options (i.e., time and a half on all exams) for specific students. Additionally, the flexibility of SAM's Individual Assignment functionality allows instructors to customize assignments to fit the specific needs of an individual student or small group of students. Instructors can easily modify content, select and edit settings such as scoring type, time limit, number of attempts and retakes, date and times available, and other options that allow for student-specific attention. Cengage Learning continues to strive towards our goal of making all products, both print and digital, accessible to all students. We are committed to providing assistance to students who are unable to use standard instructional materials, and will continue to challenge ourselves to develop new, engaging solutions for all types of students in the future.

## Academic Integrity and Grievance

### Academic Integrity

The Metropolitan Community College, as an academic community, expects all administrators, faculty, staff, and students to behave as responsible members of the college community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and the values of the Academy.

The Metropolitan Community College expects all students to act according to the rules of academic honesty as outlined in the [Student Handbook](#). What this really means is that you are expected to turn in only your own work and that you will complete all quizzes and examinations unassisted. If you should violate this trust, then you will be treated the same as any traditional student that cheats.

Academic Dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.

3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for those students suspected of academic dishonesty. At no point in this course is it acceptable for you to submit someone else's work as your own, or use the ideas of someone else as your own. It is also unacceptable for you to share your own work with another student.

Unilateral Instructor Action – If objective evidence exists indicating that you have practiced academic dishonesty, the instructor may assign a grade of "F" on the paper, examination, or assignment or assign a grade of "F" for the course.

If the instructor feels that a more severe action is appropriate, the complaint may be referred to the division chair and the dean of instruction. The dean has the authority to recommend an action to the president, or the student may request a hearing.

## Grievance

Questions or concerns about any aspect of this course should be directed to the instructor so you and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for you to contact the MCC Online Enrollment Manager at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior, whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature are prohibited. To file a complaint, contact the MCC Online Enrollment Manager at 816 604 4487.