Montgomery County Community College
Summer 2022
CIS155ONL01 - PC Applications for Networks
(3 credits)

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Course Information

Description: This course will provide an overview of Microsoft Office and several desktop operating systems which are typically supported on a local area network. Software covered will include command line interfaces, Excel, Word, PowerPoint, Access and Windows. Additional topics will include the Internet, alternative desktop operating systems, networking basics, software licensing, file management, hardware selection, software integration and viruses. The impact of running and supporting this software on a network will be emphasized.

Note: Graduation credit will not be awarded for CIS 100, 101, or 102 if the student also completes CIS 155. Graduation credit will not be awarded for both CIS 110 and for CIS 155.

Prerequisites: None

Learning Goals:
- Install network application software
- Demonstrate the basic skills needed to use a DOS. Linux and Windows operating environment
- Apply application software (Word, Excel, Access and PowerPoint) and the Internet to solve business related problems
- Demonstrate the functions and application of file management, electronic mail, and virus detection software on a network

Required Textbooks: Two textbooks and SimNet access code are required for this course.
Microsoft Office 365/2019, bundled package, ISBN: 978-1-2609-3153-2, contains the following:
- **Microsoft Office 2019: In Practice**
- **SimNet for Office 2019 with Registration Card**
- **Survey of Operating Systems, 6th Edition**

Required Software:
- Windows 10 Operating System. If a lower version of Windows is used, textbook and other tutorials may not match. In addition, the student may need to use WinZip (see below).
- Microsoft Office 365: software package containing Word, PowerPoint, Excel and Access. NOTE: cannot use the MAC version. This is available at no charge to students.
- Microsoft Edge is needed for this course. ME can be downloaded at no charge from Microsoft. Use of other browsers may result in the student not being able to successfully complete assignments and exams. PDF reader is needed for this course. A PDF reader can be downloaded at no charge from Adobe.com>downloads.
- Zipping software: zipping is standard with Windows 10. If you are using a lower version of Windows, WinZip may be needed. When instructed, files must be submitted with a zip file extension by the due date. Use of other types of compression results in no credit for the assignment.

Course Procedures

Format: This is an asynchronous class which will allow you flexibility within the learning unit framework to study at times convenient for you, but you must meet due dates in order to earn credit. There are no specific meeting times.

Learning unit assignments are posted in the Course Documents area. Assignments, exams, etc. are due by the due date listed in Blackboard order to receive credit for the assignment, discussion, or exam. Assignments are due are various times throughout the learning unit. (Refer to the schedule below for course learning unit dates.)

Exams are conducted online.

Communication: Students are responsible for all communications sent via Blackboard and their MCCC email account. Students are required to use their MCCC email for all email communications at the College. Emails from other accounts will not be answered.

The help discussion group will be available to you 24/7 for the purpose of interacting with the class (posting questions, answers, helpful hints, etc.).
Email and Help forum posts must meet requirements posted in Blackboard.

Email response is two business days, provided required information is provided. Business days are Monday through Friday, excluding holidays.

Class Cancellation Policy: While online courses are not cancelled due to inclement weather, college facilities such as the testing center may be closed.

In the event of an emergency or weather-related closing, the College provides electronic notification for all students, employees, vendors and community members. All are encouraged to enroll in this free, up-to-the-minute electronic messaging service. Participants select their choice of delivery — cell phone or email. It is free to sign up but standard text messaging rates may apply from your service provider. To sign-up for electronic messaging or to update your current account, sign up through https://www.mc3.edu/txt.

Withdraw and Incomplete:	Non-participation in the course does not constitute withdrawal from the course.
	Students may withdraw without a faculty signature through 7/30/2022.
	After 7/30/2022 withdraws requiring a faculty signature are NOT granted from this class for any reason. Any requests will be denied.
	Students may request an excused withdraw beginning 8/7/2022. An excused withdraw is due to medical, catastrophic. or other circumstances beyond the student's control, with supporting documentation.
	Please refer to College's withdraw policy for procedures. **Do NOT email your professor with the request.**
	Granting of the grade of incomplete will be given only in *extraordinary* circumstances after an in-person consultation with the professor, and at the sole discretion of the professor.
	Student Withdraw for Military Deployment or Reassignment
	The College is required to have a policy and appropriate procedures to assist students who must withdraw from the College due to military deployment or reassignment. This policy applies to both the active military member and his/her spouse [pursuant to PA House Bill No. 1460]. The Student Withdraw for Military Deployment or Reassignment policy and procedure is available on the College website.
Assignment Policy:	All assignments, exams, etc. must be submitted in the required format and via the required method by the due date / time in order to receive credit.
	Be sure to have a contingency plan in the event you have technical issues. Technical problems are not a reason for incompletion of any component. You are advised to plan to complete all learning unit assignments one or two days before the due date. This will allow for extra time if a problem is encountered.
College Policies:	Students are expected to review, understand, and follow academic-related College Policies. The current policies are located in the "Policies" tab on the top of the student's Blackboard page.

Grading

Components:	Discussions: 10%
	Labs: 10% (lowest grade dropped)
	Homework: 10% (lowest grade dropped)
	Quizzes: 20% (lowest grade dropped)
	Final Exam: 50%
Late Assignments:	See the grading components above for missed / low grades that are dropped from the final grade. No make-ups, late assignments or extra credit is permitted for any of the components. Exams must be taken as scheduled.

Grade Scale:

A:	94 - 100
A-:	90 - 93
B+:	87 - 89
B:	84 - 86
B-:	80 - 83
C+:	77 - 79
C:	70 - 76
D:	60 - 69
F:	Below 60
FS:	Student did not complete course, including Final Exam
XF:	Student violated Student Academic Code of Ethics. Be sure to review the code. Any violations result in a grade of XF.

Students who do not complete a SimNet assignment due in Learning Unit 1 or Learning Unit 2 by the due date are reported as Not Attending and will be dropped from the course. (Discussion posts are not counted for attendance.)

Note: The final grade is a weighted average. It is not a percentage of the total points. The grade posted in Blackboard is the current letter grade at any point in time. The points shown are not the current grade.

Schedule (subject to modification; students notified of updates via Blackboard Announcements)

The schedule is posted in Blackboard. The schedule is subject to change. Students are notified of changes via Blackboard.

All assignments are posted in Blackboard. Students must refer to the Learning Unit folders in Blackboard for all assignments (as listed in the grading components) along with the associated due dates.

Policies and Services

College Policies
Students are expected to review, understand, and follow all College Policies. The current academic-related policies are in the "Policies" tab on the top of the student's Blackboard page or on the website under all College Policies.

Acceptable Use of Technology
The College views technology and its use in instruction, in service delivery, in advising, in communications as a strategic asset. The College's commitment to academic freedom and appreciation for creating an environment of free inquiry extends to the electronic information environment. Acceptable use policies preserve the stability and security of our information technology resources, protect the College from inappropriate use, and ensure reasonable accessibility to technology resources for our academic community. These policies govern desktop, network, email, telephone, internet, data security, and software uses of College-managed information technology equipment and resources. The full Acceptable Use of Technology policy is available on the College website.

Student Academic Code of Ethics
The College provides an environment that fosters critical thinking and judgment. Students adhere to an Academic Code of Ethics by refraining from participation in acts of academic dishonesty. The Student Academic Code of Ethics policy is available on the College website.

Student Code of Conduct
The purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the college community. The policy addresses classroom disruptions and removal from the classroom for behavioral issues. It also provides the standards for ensuring the College provides due process to students through the judicial process. The Student Code of Conduct policies and procedures are found on the College website.

Services for Students with Disabilities
Students with disabilities may be eligible for reasonable accommodations in this course. Please contact the Disability Services Center in Parkhouse Hall 73 at 215-641-6575 to make an appointment to learn about eligibility and documentation guidelines. At the West Campus, contact the Coordinator of Disability Services in South Hall 147 (Student Success Center) at 610-718-1853. Services for Students with Disabilities Full Policy is located at https://www.mc3.edu/about-mccc/policies-and-procedures/students-with-disabilities.

Tutorial Services
Tutorial Services is a FREE service that helps students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners. Tutorial Services helps students achieve academic success by providing in person and online tutoring in course content and study skills. For questions and a full list of Tutorial Services hours and services visit the website or contact tutoring@mc3.edu.

Library Services
In addition to books and dvds, the College libraries provide outstanding online offerings, available 24/7 for current students, including: academic research databases, e-books, online journals, and streaming video. Help is available through online chat, in-person appointments, and at our service desks. The libraries also provide a peaceful place to study, use computers, and do research. To access the online library and for contact information, locations, and hours of operation, visit library.mc3.edu.

Basic Needs
Any student who has difficulty accessing resources to meet their basic needs i.e. safety, food and/or stable housing and believes this may affect their performance in the course, is urged to contact Wellness@mc3.edu.

Free Online Therapy for Students
The College provides all current students free and unlimited access to online therapy through our partner, Talkspace (a global leader in online therapy). With a network of thousands of licensed clinicians, Talkspace connects students to dedicated, licensed therapists from a secure, HIPAA-compliant mobile app and web platform. Students are able to send text, voice, or video messages to their therapists - anytime, anywhere. Students can access this service via talkspace.com/montco or by visiting the College's Health and Wellness page (do not go to the Talkspace homepage). The College's Health and Wellness page can also be accessed via the link "Wellness Resources" in Blackboard. Signing up for Talkspace only takes a few minutes, is confidential, totally free (if they are asking for a credit card, you are in the wrong place), and should get you connected with a licensed therapist that same day. If you have questions, please email Wellness@mc3.edu.

Registration Calendar

The Registration Calendar is available on the College website.

Last Updated: June 28, 2022