Welcome to class!

I have compiled a list of information to help you get started in this course. Please read thoroughly and email me if there is something you do not understand. In order to stay current with this class, you must begin work on the first day.

**Course Availability:** We will be using Blackboard Learn 9. The Blackboard course will be available the first day of the semester. To enter the course, login to Cougarweb go to My Courses and follow the “click here to” link and then selecting the name of the course. If for some reason your course does not show up in cougarweb you can also access the class by going to elearning.collin.edu to log in.

You may also call the help desk 972-377-1777 or email sts@collin.edu for additional support.

If you are not familiar with Blackboard or online classes – I suggest that you go to http://online.collin.edu/ and review the information on that site – there are tutorials that will help you navigate Blackboard.

- **Syllabus:** Read the syllabus for information about the course. The syllabus includes information about the course requirements, instructor contact information, grading weights and scale, tentative schedule and other useful information to help you navigate this course.
- **Course format—100% online.**
- **Late work policy—**All Lab assignments and quizzes have a due date
- **No makeup work will be given or extra credit work.**
- **Technical requirements—**computer with Internet connection capable of running Blackboard Learn 9 and Microsoft Office 2010. You are responsible for working with Blackboard support (972) 377-1777 to get your system to work with Blackboard. This is a PC based course – not Mac.
• Preferred contact method—for course questions please use the Blackboard email system. Emails sent to any other address will not be answered.

• **Course Expectations:** To participate in the course and complete all assignments, quizzes and final exams to the best of your ability. Online courses often require a greater time commitment than traditional on-campus courses.

• **Time Commitment:** You will need to plan on working on this course at least 4 hours per day. The amount of time required will vary based on how comfortable you are with using the computer and working online.

• **Work Completed:** All work should be your own and in your own words. Please see the Collin Student Handbook for definitions of collusion, cheating, plagiarism, and copyright. In addition, please see the syllabus for my policy on Academic Ethics.

**Textbooks - Required:**

1. **Fundamentals of Information Systems, 7th edition**
   Stair/Reynolds
   ISBN: 978-1-133-62962-7

2. **New Perspectives Microsoft Office 2010 Brief**
   Shaffer......

Purchase your textbooks as soon as possible so you will not get behind in the course. You will need both of the textbooks to complete the assignments. If the lab book is not available in the bookstore you can order from [www.amazon.com](http://www.amazon.com) or [www.chegg.com](http://www.chegg.com). I do not accept assignments after the deadline even if it due to not having a book. If you do not have a book there should be copies on reserve at the campus library.

Microsoft Office 2010 (Word, PowerPoint, Excel and Access). If you use Office 2007, it will work for most of the assignments, but you may lose points for any new features required in the required application labs. If you do not have Microsoft Office 2010 you can use the computers at any of the college’s campuses.

• If you are using Microsoft Office 2013 you may have some issues with the assignments. The textbook is written for 2010 so the instructions will be different from the version you are using. I am sorry to say that the publisher has not release the 2013 version. Just remember you can always use the computers at the College – we are open seven days a week.
• Purchase your textbooks as soon as possible so you will not get behind in the course. You will need all of the textbooks to complete the assignments. I do not accept assignments after the deadline even if it due to not having a book. If you do not have a book there should be copies on reserve at the campus library.

Supplies/Software:

• Microsoft Office 2010 (MS Word, MS Access, MS PowerPoint, MS Excel). This class is PC based, if you are using a Mac, Office 2008 & 2011 will work for most labs EXCEPT MS Access and you may be missing some features in the MS PowerPoint lab. The textbook is written for a PC so you could possibly encounter problems if you are working with a Mac. Once again this course is designed for using a PC. If you are using a Mac you are responsible for making arrangements to use a Windows based computer for the Access lab. In addition, if you do not have Microsoft Office 2010 you may use the computers at any of the Collin College’s campuses.

• Please be aware you may not have Microsoft Access on your home computer – not all office suites come with this application. If you do not have it you will need to make arrangements to work on the Access assignments at the college. All college libraries and computer labs have the required software.

How the course works:

• Weekly Schedule - A list of everything you need to do each day is listed in the Weekly Schedule posted in Blackboard

1. At the beginning of the week, review the schedule for that week’s assignments. (All of the assignments and quizzes are available to you at the beginning of the semester, so if you would like to work ahead, I will accept early submission of any of the quizzes or assignments.)

2. Complete each lab assignment and quiz required for the current week. Labs will be uploaded to an Assignment drop box. Quizzes will be automatically graded and stored in the My Grades component of blackboard.

• Multiple-choice quizzes and exams are automatically graded when you submit the quiz. You should be able to see the overall grade as soon as it is submitted. If you are not satisfied with your grade you have the option to take the exam again. The system will record the highest grade.
3. Lab Assignments will be manually graded and you will be able to view feedback in the My Grades area.

- Lab Assignments require manual grading and may take longer to grade. When an assignment is uploaded or posted it indicates that you are ready for it to be graded. Usually grades will be available within 1 - 2 days.

**Quizzes, Lab Assignments, and Final Exams:**

- **Quizzes (25% of grade)**
  - There will be a quiz for each chapter (1-9, Fundamentals of Information System textbook). All will be open-book and have a 45 minute time limit. Questions for each exam are pulled from a test bank, so each student has a different mix of questions for their exam. There will be 10 multiple choice questions and you will have 2 attempts to complete the quiz. Quizzes are automatically graded and the system will use the highest score for grade calculation purposes. Once you have started the quiz you must finish it. It will not allow you to close and re-enter. No makeup quizzes will be given. For this reason, please plan ahead and do not wait until the last minute to submit the lab. Blackboard server times may not match your time this becomes particularly critical if you are trying to upload close to the cut-off time.
  - In order to access the quizzes, go to the homepage click on Quizzes and you will see a list of the quizzes. Click on the quiz you want to take, it will open, read the instructions and begin.

- **Lab Assignments (35% of grade)**
  - The instructions for the lab are attached to the assignment link along with the data files you will need to complete the assignment. Late submission will not be accepted.
  - Go to Lab Assignments on the Homepage – you should see a list of all the lab assignments. For each lab assignment there will be an instruction sheet and if required data files that you will need to complete the assignment.
  - Download and read the instructions and then download the data files to your computer (if required) before beginning the assignment. Then complete the assignment. After completion you will upload your files to Blackboard. Plan ahead and do not wait until the last minute to submit the lab. Blackboard server times may not match your time this becomes particularly critical if you are trying to upload close to the cut-off time.
Final Exams (20% of grade)

- There is a Mid-Term exam which covers Chapters 1-5 and a Final exam which covers Chapters 6-9. The exams will be over the material in the Fundamentals textbook. The exams consists of 25 multiple choice questions and you will have 2 attempts to complete the exam. Quizzes are automatically graded and the system will use the highest score for grade calculation purposes. Once you have started the quiz you must finish it. It will not allow you to close and re-enter.

- No makeup quizzes will be given. For this reason, please plan ahead and do not wait until the last minute to submit the lab. Blackboard server times may not match your time this becomes particularly critical if you are trying to upload close to the cut-off time.

- The Lab Final Exam will cover a project in Word, Excel, PowerPoint and Access. You have been working on it throughout the semester by completing the lab assignments that are title “Final Word Assignment, Final Excel Assignment”, etc. For example, you will complete the assignment for Word Tutorial 1 and then Word Tutorial 2. Then the next assignment will be to complete the Word portion for the final. This will be the procedure for each application. All of the final assignments will then be averaged together for the Comprehensive Lab Final grade.

See the syllabus for total grade breakdown.

Blackboard Orientation: [http://online.collin.edu/Orientations.html](http://online.collin.edu/Orientations.html) for online orientation.

Blackboard Tutorials: [http://online.collin.edu/Tutorials.html](http://online.collin.edu/Tutorials.html) for tutorials on using common Blackboard and Wimba tools.

Blackboard Help: [http://online.collin.edu/TechnicalSupport.html](http://online.collin.edu/TechnicalSupport.html) for technical support numbers and student technical support. These resources are for login issues, Blackboard crashes, inability for an exam to run, submission errors, etc... For issues related to an assignment not available, an exam not available, a link not visible, a grade not displaying, and other issues related to course content, please contact your instructor.

If you are not familiar with Blackboard or online classes, I suggest that you go to the orientation and tutorials link and familiarize yourself with the concept and structure of online classes.