CIT 110S 2026FL SECTION 851FL
SYLLABUS (PART II)
EDISON STATE COMMUNITY COLLEGE
COMPUTER CONCEPTS AND APPLICATIONS 3 CREDIT HOURS

Section/Term:	CIS 110S 851FL
Class Meeting Time:	ONLINE
Location:	ONLINE
Required items:	Cengage Unlimited Computer with Microsoft Applications DOWNLOADED
Faculty:	Rebecca Schinaman
Credentials:	MBA, Wright State University, 1997 BS, Villanova University, 1994 Credentials earned: A+, Tech+, CPA, PHR, many Google credentials
E-mail:	rschinaman@edisonohio.edu
Faculty Phone:	937.778.7933
Faculty Office Hours:	On Campus: M 7:30 am – 10:30 am (231) Online: TWR 5:00 – 6:00 pm Schedule an appt with me to meet virtually or in person. I will adjust to accommodate your schedule.
Faculty Contact:	If you have questions or concerns, please contact me via email with your course and section number in the email (CIS 110S 801US) through your Edison State email. We can set up online or in person meetings to help you succeed. I do not like to leave students waiting. I am extremely responsive, so if you do not hear from me in 24 hours, please Reply All to your sent email to follow up. We do not use Blackboard messages in this course.

Course Description
Exploration of computer concepts with an emphasis on application software. Students will gain an understanding of security and ethical issues related to the use of the computer. The course explores basic computer usage and word processing, spreadsheet, presentation, and database software. **Lab Fee:** $36

Required Text – CENGAGE UNLIMITED SUBSCRIPTION – this is all you need
The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For $169.99 per semester direct from Cengage ($203.99 from the Edison bookstore), you get access to ALL your Cengage online textbooks and access codes in ONE place. Four FREE hardcopy textbook rentals are also available for select titles for just $9.99 S&H each.
Cengage Unlimited codes and Books may be purchased in the bookstore or directly from the publisher. Make sure you have a new code. Used codes will not work. The textbook alone will not work.
USB flash drive (optional but helpful). Students can also use OneDrive.

Technical Requirements
You will need access to a computer that has high speed internet with an up-to-date browser. **Use the latest version for Google Chrome for your work in this course.** A desktop PC (or most laptop computers) with

Windows works best for this course. You will also need access to Microsoft 365 (formerly Office 365). Many computers on Edison's main campus are equipped with the necessary software. You will need Cengage Unlimited subscription for the term of the course, this is available direct from Cengage or from Edison's ecampus bookstore. (See FAQs for more information)

Computer Time

Approximately eight to ten hours per week of computer time outside of class is recommended for successful completion of course requirements in this accelerated course.

You may work ahead. All assignments are available to you now and you may complete the course early. You will not be given new weekly assignments.

WHEN ASSIGNMENTS ARE DUE:

10/19 First Day of Class

10/25 Know Your Course Quiz completed & be working in Cengage/MindTap/SAM

Sundays - Assignments are due every Sunday, but please feel free to work ahead! (Course ends on a Friday)

** See course outline and Blackboard for due dates

11/11 Wednesday, Veteran's Day - Campus Closed

11/26-29 Thanksgiving - Campus Closed

12/11 Final Due, Course ends (THIS IS A FRIDAY!)

**All due by 11:59 pm

Grading

	Points
Know Your Course Quiz	100
Word Assignments (SAM Path & Case Problems)	150
Word Test	100
Excel Assignments (SAM Path & Case Problems)	200
Excel Test	100
Access Assignments (SAM Path)	50
Access Test	100
PowerPoint (SAM Path & Case Problems)	100
PowerPoint Test	100
Final Comprehensive Exam	200
Total Points for Course	**1200**

Course outline: This is a **general outline of the course** and is **subject to change** upon notification in regular class session and/or on Blackboard.

Assignment	Points	Week	Due Date
Know Your Course Quiz	100	1	10/25
Word Module 1 SAMPath	25	1	10/25
Word Module 1 Case Problem	25	1	10/25
Word Module 2 SAMPath	25	1	10/25
Word Module 2 Case Problem	25	1	10/25
Word Module 3 SAMPath	25	2	11/1

Word Module 3 Case Problem	25	2	11/1
Word Exam	100	2	11/1
Excel Module 1 SAMPath	25	3	11/8
Excel Module 1 Case Problem	25	3	11/8
Excel Module 2 SAMPath	25	3	11/8
Excel Module 2 Case Problem	25	3	11/8
Excel Module 3 SAMPath	25	4	11/15
Excel Module 3 Case Problem	25	4	11/15
Excel Module 4 SAMPath	25	5	11/22
Excel Module 4 Case Problem	25	5	11/22
Excel Exam	100	5	11/22
Access Module 1 SAMPath	25	6	11/29
Access Module 2 SAMPath	25	6	11/29
Access Exam	100	6	11/29
PowerPoint Module 1 SAMPath	25	7	12/06
PowerPoint Module 1 Case Problem	25	7	12/06
PowerPoint Module 2 SAMPath	25	7	12/06
PowerPoint Module 2 Case Problem	25	7	12/06
PowerPoint Exam	100	8	12/11
Final Exam	200	8	12/11
TOTAL POINTS	1200		

GRADING SCALE

A (90%-100%) [1080 – 1200 points]
B (80%-89%) [960 – less than 1079 points]
C (70%-79%) [840 – less than 959 points]
D (60%-69%) [700 – less than 839 points]
F (below 60%) [below 700 points]

GRADING in MyESCC: A **Mid-term grade** and a **final grade** will be reported in MyESCC. The work used to determine mid-term grades will be specifically outlined by your instructor.

GRADES

Your grades for this class are reported in Blackboard. Use POINTS in Blackboard to determine your final grade. Do not use the average that Blackboard displays. The method that Blackboard uses to compute an average can be deceiving. Your final grade in the class will be determined by the total number of points that you have earned. Your instructor will apply your total points to the grade scale (above) to determine your final letter grade in the course. **If you are working on assignments but grades so not show/populate, then you have more steps to complete to finish the assignment. Remember that unless you get all of the questions correct on a SAMPath assignment, there are 3 parts that must be completed. If you don't see a grade, you need to complete more work.

An **incomplete** ("I" grade) can only be given if you have:

1. Tested regularly and in accord with the course schedule up to the last withdrawal date.
2. Completed all the requirements up to the withdrawal date.
3. Received a passing grade on all work.
4. Provided a documented, verifiable reason for being unable to complete the course.

To receive an incomplete, you **must** meet all the criteria listed above. An incomplete grade cannot be given after the grades are turned in to the Registrar's Office.

College Policies:

In our Blackboard course, there is a menu item called **COLLEGE POLICIES**. By selecting the **COLLEGE POLICIES** menu item, you are able to see current information and policies in the following areas: Edison Student Handbook, Edison Community College Catalog, Academic Honesty, Core Values, Disability, Diversity, Important Dates, Dropping/Withdrawing Classes, General Education Outcomes, Student Services, Attendance & Participation, Grading Criteria, and Response Time.

ACCOMMODATIONS /ACCESSIBILITY STATEMENT

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe that you may need an accommodation based on the impact of a disability, contact the instructor privately with your Self-Identification Letter. If you do not have a Self-Identification Letter, contact the Office of Disability Services by email accessibilitysupport@edisonohio.edu or call 937.381.1548. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

TESTING YOUR FAITH ACT

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, linked here, and provide a copy to their individual faculty
within 14 days from the start of the course. The entire policy can be found at this link-
https://www.edisonohio.edu/sites/default/files/2025-05/3358-1-10_testing_your_faith.pdf

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact
For Log-in or other technology issues:
There are several steps you can follow if you have issues logging in to Blackboard or Office.
During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
    - email to SUPPORT@EDISONOHIO.EDU
    - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts
- Go to
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.
All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, or visit our webpage at www.edisonohio.edu/tutoring-center

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.