SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
CIS 101S online section 851FE 2026FE (FALLEARLY2026)
Word 1 CREDIT HOUR

Section/Term:	CIS 101S 851FE
Class Meeting Time:	ONLINE
Location:	ONLINE
Required items:	Cengage Unlimited Computer with Microsoft Applications DOWNLOADED
Faculty:	Professor Rebecca Schinaman
Credentials:	MBA, Wright State University, 1997 BS, Villanova University, 1994 Credentials earned: A+, CPA, PHR, many Google credentials
E-mail:	rschinaman@edisonohio.edu
Faculty Phone:	937.778.7933
Faculty Office Hours:	I am available online daily and I have on-campus office hours MW mornings. I will adjust office hours to meet student schedules when needed. You can make an appointment via the link in my email signature. Please reach out if you need to meet.
Faculty Contact:	If you have questions or concerns, please contact me via email with your course and section number in the email (CIS 101S 851FE) through your Edison State email. We can set up online or in-person meetings to help you succeed. We do not use Blackboard messages in this course.

Course Description
Basic principles of word processing are introduced. Using software packages students learn document creation, editing, formatting and printing along with file manipulation and word processing features such as the use of spell check. **Prerequisite:** CIS 100S or satisfactory computer assessment score. **Lab Fee:** $12

NOTE: CIS 110S Fulfills the same obligations as this course. If you have already taken CIS 110S, you may want to drop this course. CIS 110S covers CIS 101S, 102S, 103S, and 104S. The credits are interchangeable and if you would rather take CIS 110S as one course over the mods, you are welcome to do that. If you choose to take the mods, it is in your best financial interest to take them in the same semester to save on textbook costs. (It is possible to get credit for both CIS 110S and CIS 101S, however you have to pay for both courses.)

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. You only need the 4 month subscription for this course. For $179.99 direct from Cengage (or $203.99 from the online ecampus bookstore) per semester, 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. Refer to note above if you plan to take several mods (101/102/103/104) – it is smart to plan them in one term as they all use Cengage unlimited, or switch to CIS 110S.

If this is the only Cengage course you have this term, you can try to complete the course within the free trial period. This has to be done at the very start of the term and the publisher doesn't tell us how long the trial lasts, but it's about 1 week. Email your instructor and take screenshots of everything so you can get credit if you choose this method.

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 laptop with 11 works best for this course. You will also need access to at least Office 2019 or Office 365 (free for Edison students). YOU MUST HAVE THE DOWNLOADED VERSION OF MICROSOFT OFFICE. Many computers on Edison's main campus are equipped with the necessary software. (See FAQs for more information) You will need access to a computer with Office software for projects.
*SAMPath assignments and Exams can be completed on any machine with Internet access, but projects require the software.

Computer Time
Approximately six hours per week of computer time outside of class is recommended for successful completion of course requirements.

This course is entirely online so you may work on your own as long as you meet the deadlines below. You may work ahead and complete the course early. Do not wait until the last minute.
Please don't hesitate to email me at any time for help with the course. That's what I am here for. I want to help you succeed.

WHEN ASSIGNMENTS ARE DUE:
08/24 Class Begins
08/30 Know Your Course Quiz & be logged in Cengage/MindTap/SAM
Assignments due weekly on Sunday evening
10/18 All coursework is due (assignments and exam)
**All due by 11:59 pm

GRADING SCALE
A (90%-100%) [315-350 points]
B (80%-89%) [280 – less than 315 points]
C (70%-79%) [245 – less than 280 points]
D (60%-69%) [210 – less than 245 points]
F (below 60%) [209 points and below]

Grading

	Points
Know Your Course Quiz	100
Word Assignments (SAM Path & Case Problems)	150
Word Test	100

Total Points for Course **350**

GRADING in WebAdvisor: A **Mid-term grade** and a **final grade** will be reported in WebAdvisor. 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.

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:

Testing Your Faith Act Policy

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, https://www.edisonohio.edu/services-support/registration-records, located in "Forms " and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources.

In our Blackboard course, there is a menu item called **Edison State Policies and Student Resources.** Inside that folder you will find **College Policies and Statements.** Here you can access current information and policies. You can also search the Edison website or reach out to your Professor.