

CIT 101S 2026FS SECTION 801FS
 SYLLABUS (PART II)
 EDISON STATE COMMUNITY COLLEGE
 COMPUTER CONCEPTS AND APPLICATIONS 3 CREDIT HOURS

Section/Term:	CIS 101S 801FS
Class Meeting Time:	ONLINE
Location:	ONLINE
Required items:	Cengage Unlimited Computer with Microsoft Applications DOWNLOADED
Faculty:	Rebecca Schinaman
Credentials:	MBA, Wright State University BS, Villanova University Credentials earned: A+, CPA, PHR, many Google credentials
E-mail:	rschinaman@edisonohio.edu
Faculty Phone:	937.778.7933
Faculty Office Hours:	I have office hours weekly and will adjust to accommodate your schedule. You may schedule an appointment with me via the link in my email. Monday 7:30 am – 10:30 am (231), Tues/Wed/Thurs 5 – 6 pm online
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

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.