

SYLLABUS  
PART II  
EDISON STATE COMMUNITY COLLEGE  
Computer Information Systems (CIS) 110S AY2026/2027 FS (Fall 2026) section 402 **WEBFLEX**  
COMPUTER CONCEPTS AND APPLICATIONS 3 CREDIT HOURS

Faculty: Dr. Michael Houser, Ed.D.

- Doctorate: Educational Technology, Nova University, 1992
- Masters: Computer Information Systems, Boston University, 1986
- Associates: Computer Science, University of Maryland, 1984
- Masters: Music Education, Ohio State University, 1968
- Bachelor: Music Education, Capital University, 1966

Faculty Contact: If you have questions or concerns, please contact me via email with the course name and number in the subject line (CIS 110S 402 FS) through your Edison State email.

E-mail: [mhouser@edisonohio.edu](mailto:mhouser@edisonohio.edu)

### 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. **Prerequisite:** [CIT 100S](#) or satisfactory computer assessment score. **Recommended:** [OHA 100S](#) or typing speed of 15 wpm. **Lab Fee.** (Other fees may apply.)

### Required Text – CENGAGE UNLIMITED SUBSCRIPTION – this is all you need

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USB flash drive (optional but helpful). Students can also use OneDrive.

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Will be added to Digital Bookshelf

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(NOTE: Prices of materials for the course are subject to change and may vary depending of where purchased.)

## 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 11 works best for this course. You will also need access to Office 2021 or Office 365. Many computers on Edison's main campus are equipped with the necessary software. You will need a MindTap/SAM account which is available by going to the Edison State website > Current Student > Bookstore Info. (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.

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

**Course Dates:** **August 24 to December 12, 2026** (Deadline for all work in this course is December 11, 2026, EST)

**Class/Lecture/WebFlex:** Our class will meet every Tuesday from 12:00 – 1:15am in room 403 on the Edison State Community College main campus in Piqua. Since our class is in WebFlex format, we will adjust our class schedule as needed.

| Week                        | Class | Program/Tutorial                                                                       |
|-----------------------------|-------|----------------------------------------------------------------------------------------|
| Week 1<br>Week of 8/23/2026 | T     | (Introduction, Syllabus & KYCQ<br><br>Introductions & Getting Started with MindTap/SAM |
| Week 2<br>Week of 8/30/2026 | T     | Word Module 1                                                                          |

| <b>Week</b>                   | <b>Class</b> | <b>Program/Tutorial</b>       |
|-------------------------------|--------------|-------------------------------|
| Week 3<br>Week of 9/6/2026    | T            | Word Module 2                 |
| Week 4<br>Week of 9/13/2026   | T            | Word Module 3                 |
| Week 5<br>Week of 9/20/2026   | T            | WORD EXAM                     |
| Week 6<br>Week of 9/27/2026   | T            | Excel Module 1                |
| Week 7<br>Week of 10/4/2026   | T            | Excel Module 2                |
| Week 8<br>Week of 10/11/2026  | T            | Excel Module 3                |
| Week 9<br>Week of 10/11/2026  | T            | Excel Module 4                |
| Week 10<br>Week of 10/25/2026 | T            | EXCEL EXAM                    |
| Week 11<br>Week of 11/1/2026  | T            | Access Module 1               |
| Week 12<br>Week of 11/12/2026 | T            | Access Module 2               |
| Week 13<br>Week of 11/15/2026 | T            | ACCESS EXAM                   |
| Week 14<br>Week of 11/22/2026 | T            | PowerPoint Module 1           |
| Week 15<br>Week of 11/29/2026 | T            | PowerPoint Module 2           |
| Week 16<br>Week of 12/6/2026  | T            | POWERPOINT EXAM<br>FINAL EXAM |

### WHEN ASSIGNMENTS ARE DUE:

08/25 First Day of Class (attendance required to avoid NO-SHOW) [Tuesday]

09/04 Know Your Course Quiz & be registered in MindTap/SAM/Cengage

TBD Midterm tasks (KYCQ, Word 1-3, Word exam, Excel 1)

9/25 WORD EXAM (including Word 1-3 modules)

10/25 EXCEL EXAM (including Excel 1-4 modules)

11/20 ACCESS EXAM (including Access 1-2 modules)

12/11 POWERPOINT EXAM (including PowerPoint 1-2 modules)

12/11 FINAL EXAM (comprehensive exam includes Word, Excel, Access, and PowerPoint)

12/11 All coursework due

\*\*All due by 11:59 pm

**OTHER IMPORTANT DATES:** (Subject to change! Check ACADEMIC CALENDAR for updates.)

**Last Day to Withdraw from Fall Semester course with refund:** September 2, 2026

**Last Day to Withdraw from Fall Semester course:** November 2, 2026

**Deadline for all course work:** Friday, December 11, 2026, 11:59pm, EST

## GRADING SCALE

A (90%-100%) [1125 – 1250 points]

B (80%-89%) [1000 – less than 1125 points]

C (70%-79%) [875 – less than 1000 points]

D (60%-69%) [750 – less than 875 points]

F (below 60%) [ below 750 points]

### Grading

|                                               | Points |
|-----------------------------------------------|--------|
| Know Your Course Quiz                         | 100    |
| Word Assignments (SAM Path & Case Problems)   | 150    |
| Word Exam                                     | 100    |
| Excel Assignments (SAM Path & Case Problems)  | 200    |
| Excel Exam                                    | 100    |
| Access Assignments (SAM Path & Case Problems) | 100    |
| Access Exam                                   | 100    |
| PowerPoint (SAM Path & Case Problems)         | 100    |
| PowerPoint Exam                               | 100    |
| Final Comprehensive Exam                      | 200    |

Total Points for Course

**1250**

**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 Ultra. Use POINTS in Blackboard Ultra to determine your final grade. Do not use the average that Blackboard Ultra 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.

**When Assignments are Due:** Module assignments have **flexible** deadlines within each major topic. Tests, exams, mid-term grades, end-of-course work have **strict** deadlines. December 11, 2026 is the deadline for all remaining work. Other deadlines will be announced in weekly announcements in Blackboard. Each general module concludes with a subject specific exam (WORD, EXCEL, ACCESS, POWERPOINT). All of the associated work in preparation for the exam (SAM Path and Case Problem) should be completed before taking each respective general module exam.

**To pass this course, students will need at least 750 points by the time the course ends in December. Check syllabus 2 for the complete point-to-grade scale. (Your final grade in this course is based solely on the total number of points you have earned by the end of the course.)**

## GRADES HINT

To determine the correct number of points you have earned to date, be certain that you are in Blackboard and in our course in Blackboard Ultra. Once in the course, look for **Gradebook** in the menu near the top/center of the screen. This is the correct location that should show you what you have completed and what has not been attempted.

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.

### Academic Integrity:

Edison Community College expects students to submit original work for each assignment. The Student Handbook <https://www.edisonohio.edu/digipub/StudentHandbook/index.html> , pages 28-29 clearly defines academic dishonesty and how Edison handles cases of academic dishonesty. Using peer support and tutoring services is not considered academic dishonesty, as long as the work is original and in your own voice, meaning you didn’t submit work you did previously or “borrow” words/ideas without crediting the source. The same policy goes for AI-generated text. For example, you may use predictive text to fix spelling errors. You may not tell an AI software to write a critique of an essay for you and copy/paste the text. Any use of AI (outside of spell-checker) must be approved by the instructor and noted with the following at the bottom of the assignment:

### 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/servicessupport/student-resources>.

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