

Instructor: Karen St. John

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Office Hours: TBA – to be posted after office is posted; Other times by appointment

Course Description

The main focus of this course is on business applications of software, including word processing, spreadsheet, databases, presentation graphics and business oriented utilization of the Internet.

The course also discusses computer terminology, hardware, software, operating systems, and information systems relating to the business and educational environments.

Student Learning Outcomes

After completion of this course, you will understand the basic concepts of modern computers and their impact on society:

- Application software
- Various types of computer hardware and their functions
- Data storage facilities
- Utilization of the Internet by society today
- Data communications and networking

You will also learn the basic features and be able to use:

- word-processing software
- spreadsheet software
- presentation software

Text/Required Materials

- Computing Essentials 2012 Making IT Work For You Timothy O'Leary & Linda O'Leary
ISBN: 9780073516806
- Microsoft Office 2010 A Case Approach, Introductory Timothy O'Leary & Linda O'Leary
ISBN: 9780073519302
- Computer and Internet Access
- Software: Microsoft Office 2010 (you can use 2007 or 2013 if that's what you already have)

Academic Integrity

Academic Integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citation, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Organization

Material for this class is organized by week in weekly sections on the course website (eCollege). There is a section for each week of the semester. Material will usually not be available until the beginning of the week (Monday). Graded materials such as discussion assignments, assignments, quizzes and exams will be located under each week's section if they are assigned that week. Assignments are typically available Monday and are due by the end of the week on Sunday (by midnight). However, due dates may vary with the length of the assignment or holidays. Please check the weekly section for specific due dates. Assignments will include directions on how to turn them in. Most assignments are turned in via the dropbox in eCollege.

Evaluation

Letter grades for the course will be assigned according to this scale of percentage points:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Your grade for the course will be based on the following approximate numbers and percentages:

MS Office Lab Assignments	20%
“Computing Essentials” Chapter Quizzes	20%
Lab Exams (Word, Excel, PowerPoint)	30%
Mid Term Exam (over “Computing Essentials” chapters)	10%
Final Exam (over “Computing Essentials” chapters)	10%
Current Events Discussions	10%

Discussion Questions

In this course, you will be expected to participate in weekly discussions. A major part of the learning experience in this class should come from lectures and class discussions, both of which are considered class participation. I choose discussion questions very carefully and guide them with specific learning objectives in mind. These discussion questions usually do not have one correct answer, rather they are questions to be discussed.

Professional communication (which includes being polite and keeping most of the discussion on topic) is always expected. You should always support your responses with additional detail. Support can take the form of personal experience, examples, observation, or external sources such as Web whenever appropriate.

TENTATIVE COURSE SCHEDULE

The most current tentative course schedule will be posted in eCollege. Sometimes it is necessary to extend due dates or make changes/correction to assignments. Any changes to the schedule will be announced in eCollege. Please check eCollege announcements regularly for changes or updates.

NOTE – LATE Work: All assignments including reading chapters, taking quizzes from Computing Essentials, assignments from Office 2010, and current event discussions must be completed by Midnight Sunday of the week they are assigned. If the assignment is submitted late there will be a penalty of **-20%** of the grade. Any assignment submitted **7 or more days after the due date will receive a grade of 0.**

eCollege:

You can access eCollege either directly or through your myLeo account.

1. To access eCollege from the university's home page, click on the **myLeo** logo at the bottom right of the page. From the myLeo login page, log on to your myLeo account. On the left side of your myLeo home page under LaunchPad, click on the eCollege icon (@ sign with an academic cap).

You can bypass the university's home page by going directly to the myLeo login page:
<http://myLeo.tamuc.edu> .

- or
- To connect to eCollege directly, go to <http://online.tamuc.org/>
Enter your CWID in the User Id box at the top of the screen where the cursor is blinking and enter your myLeo password in the Password box to the right of the User Id box. Click on **Sign In** .

As long as eCollege itself is up, you can connect to eCollege this way even when myLeo is down or the university's home page is inaccessible.

2. In eCollege click on the **MyCourses** tab (next to **Home**) in the upper left corner of the screen between the university logo and the date.
3. Scroll down to the bottom of the MyCourses screen and click on the class you want from the list of online and/or web-enhanced courses you may be taking this semester.

eCollege Announcements:

The course home page (the first page once you get into a specific course) contains an **Announcements** box.

Click on an announcement name (or on the + sign to the left of the name) to open and view the file. If an announcement is particularly time-sensitive, an email will also be sent to the entire class.

Please be sure to check the eCollege Announcements frequently.

eCollege Document Sharing:

The syllabus, assignment schedule, and documents needed to complete lab assignments can be downloaded from the eCollege Document Sharing section. Click on **Doc Sharing** in the toolbar at the top of the screen. The files will be organized in named category folders.

In the **Categories** box, click on the category you want. Then in the box below (title is the category selected), click on the name of the file to be downloaded. You're given the option of saving the file or opening it directly in its application program (Word, PowerPoint, or Excel) and then saving it if you wish to keep a copy of it.

eCollege DropBox:

All lab assignments (Word, Excel, and PowerPoint) are to be submitted via the DropBox (instructions to be found in the top-level folder in Doc Sharing).

University Policies and Announcements

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library

Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

"All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment."

(See Student's Guide Handbook, Policies and Procedures, Conduct)

EARLY INTERVENTION FOR FIRST YEAR STUDENTS:

Early intervention for freshmen is designed to communicate the University's interest in their success and a willingness to participate fully to help students accomplish their academic objectives. The university through faculty advisors and mentors will assist students who may be experiencing difficulty to focus on improvement and course completion. This process will allow students to be knowledgeable about their academic progress early in the semester and will provide faculty and staff with useful data for assisting students and enhancing retention. Grade reports will be mailed by the end of the sixth week of the semester.

All students should be aware that plagiarism is a serious offense. Copying assignments from other students or the internet is not allowed. You may certainly discuss with one another the general aspects of assignments (like "what does this requirement mean?") and strategies for solutions for these assignments, but you must do the actual assignments on your own.

In an effort to increase communication and improve service to our students, a comprehensive listing of "Frequently Asked Questions" has been posted on the University home page: <http://www.tamuc.edu/home/faqsUndergrad.asp>
This link will serve as a valuable information source for students, parents, guardians, as well as faculty and staff during the academic year.

Schedules will be dropped on **12th class day** for students who have not paid the balance due on their accounts. Please check the status of your accounts on MyLeo.

If you need assistance to pay your balance, please check with the Bursar's Office (903-886-5051).