Class Method

Online course: No meeting times

This course is designed as an online course and therefore there are no on-campus meeting dates required. A student’s attendance is measured by completing the assignments and discussion responses. Course access on the first day of class is available through an Internet browser at http://online.fkcc.edu. Should there be difficulty in logging in to the course or the course does not appear on your course listed, contact the Office of Distance Learning helpline at 305-809-3177 or e-mail with D2lhelp@fkcc.edu for assistance.

Facilitator

Jim De Keyrel
james.dekeyrel@fkcc.edu (preferred contact method)

Office Hours

Being an online course there are no personal contact office hours offered. The D2L email system should be used to communicate with the facilitator.

Course Description

This course is an introduction to computers and their applications. Students will learn to identify the basic components and devices that comprise a computer system; to use the Internet as a source of information. The major emphasis will be on the functions and practical use of the Microsoft Office 2010 application suite under the Windows platform. This world standard for productivity application software includes: Word (word processing), Excel (spreadsheet), Access (database management), and PowerPoint (presentation and graphics).

Course Objectives

Upon completion of the course, the student will be able to demonstrate knowledge—by successfully answering questions on an objective examination—of the following topics:


Achieve passing grades on:
- 13 projects
- 15 quizzes

Attend/participate in all online discussions with:
1. Substantive weekly discussion posts (75 word min.)
2. Post one response to discussion topics presented and respond to at least two other students per discussion.
REQUIRED TEXTBOOK OPTIONS

SAM 2010 Assessment, Training, and Projects with MindTap Reader, digital book and Printed Access Card
Publisher: Course Technology         Author: Cashman
Option 1, NO eBook: Online Training, Assessment, Projects ISBN: 1-1116-6936-8

Click here for the Cengage Store link to buy NO eBook option, you will need to buy a paper book.


Click here for the Cengage Store link to buy with the eBook option

Code for access to this course through the SAM system: IKey:T2065297

ADDITIONAL MATERIALS REQUIRED

1. Your myFKCC and Desire2Learn (D2L) account login information
2. Consistent access to the following software:
      i. Apple users will need to have access to a Windows computer for the Access projects and may have trouble with some of the PowerPoint projects. Points deducted will not be reversed because you cannot meet this requirement.
      ii. the Apple Office version is missing necessary elements for all projects
   b. Internet browser
   c. Windows 7
   d. A reliable Internet access point outside of FKCC supplied access

HOW MUCH STUDY TIME YOU SHOULD EXPECT TO DEVOTE TO THIS COURSE

Most educators recommend that students spend 1-2 hours outside of class studying and completing assignments for every hour spent in class. For a typical 3 credit hour class, this translates into a total of 6-9 hours every week per course. This same guideline applies to online courses. You should expect to spend a total of 6-9 hours each week studying and completing assignments for each course you take.

This is a guideline. Some classes will require more time and effort than this guideline and some will require less, and the time any individual student will need to spend will vary. You should expect the study time needed in any class will be toward the high side of the guideline until the first exam/quiz. Then you can compare the effort you expended with the results you earned and make necessary adjustments.

SPECIAL NEEDS

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office for Students with Disabilities at 305-809-3292 via email at: karla.malsheimer@fkcc.edu or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.
1. This syllabus is your primary guide for the course.
   a. Read it thoroughly, as all of the content is your responsibility.
   b. The first week of class is the time to ask questions and raise concerns about any of the requirements listed here.
   c. With a complete understanding of the syllabus you have the road map to make the grade you desire.
2. Online courses require a much higher degree of trust and integrity.
   a. When you registered for this online course, you agreed to:
      i. accept that reading the book is your primary resource for material.
      ii. understand the critical importance of following assignment instructions accurately.
      iii. committed to no face to face or minimal verbal communication with the facilitator.
   b. Everything you post in a discussion group is kept for future reference.
   c. The only factors the facilitator has to evaluate your grade is:
      i. the quality of the content presented in your posts.
      ii. your ability to meet due dates for assignments, homework, labs and discussions.
      iii. the quality of work submitted.
      iv. how attention is given to the details.
3. The student should log on to D2L at least 3-4 times each week to check for time-sensitive messages.
4. The following are good practice for tips studying:
   a. Read each chapter once to get an idea of its contents.
   b. Read the chapter carefully, ensuring you understand each concepts by applying them to the example used in the chapter.
   c. Use the chapter notes available in the online classroom to supplement the textbook.
   d. Use the interactive training. These will cover just about every concept that may appear on a test. Make sure you understand the reasons behind each correct answer.

**Sources of Technical Assistance**

If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact the Office of Distance Learning helpline at 305-809-3177 Monday—Friday 8:00AM to 4:00PM or email your question to D2LHelp@fkcc.edu.

SAM Technical Support will be supplied with your registration email.

**Course Schedule**

*Please note:* The course schedule is subject to change to meet the needs of the course and its students. It is YOUR responsibility to stay current with discussions, quizzes and projects. Our week starts at 12:00AM on Mondays and ends at 11:59PM on Sundays. A weekly schedule can be found in a PDF in the Content section for this course in D2L.
CLASS POLICIES

1. All quizzes/exams will be due at 11:59AM on the Sunday of the week assigned. This quiz will address the elements in the training for this week. The 25 point quiz/exams must be completed within 30 minutes from start.

2. Posting etiquette:
   a. Proper grammar is expected in the discussion post.
   b. Texting semantics are disrespectful to your classmates and will affect your posting grade.

3. Students are expected to familiarize themselves with the FKCC Policies, which can be found in the current Student Handbook.

4. Assignments are to be completed by the registered student. Assignment submissions are to be independent creations typed from the registered student’s fingertips. Digital forensic techniques are used to determine if the assignment submission is an independent/original creation. Submitting assignments not created by you, the registered student is considered academic dishonesty.

5. Academic dishonesty (as described by the FKCC Student Handbook) will not be tolerated and will result in no credit for the assignment/exam in which it occurs, and possible notification to the Dean of Affairs and Accreditation.

COMMUNICATIONS:

1. Announcements: Any special announcements from the facilitator will be posted in the News section of course home page. To access click on “News” under Course Home Page.

2. Classroom Email: All classroom email between students and faculty members should occur within the internal FKCC email system.

3. The online format of this class puts a premium on class communications. All communication should be conducted via D2L. The prime responsibility for timely communications rests with you - the student. This course utilizes the following communication methods:

   a. Discussion Forums: There are discussion forums which the students are to post a response during the week. The student must click on the “respond” button immediately after the question. Posting an initial discussion response after noon on Thursday will result in a 20% point penalty.

   b. Community Decorum: A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion and email areas is expected and anonymous posting will not be tolerated.

   c. Ask the Facilitator Forum: Questions regarding class policies and subject matter should be posted in the discussion forum to allow the entire class to benefit from the question and the answer. There will often be important information published to the class via the News section, such as changes in due dates, exam information, etc. The student is responsible for all information published here. The student should log on to D2L 3-4 times each week to check for time-sensitive messages.

Before posting a question, look through the Ask the Facilitator Board. Your question may have already been asked and answered. If your question is sensitive or personal in nature, use FKCC email to contact the facilitator.
d. *News:* At times important information such as changes in due dates, exam information, etc. will be published via the News tab on the home page. You are responsible for all information published here.

e. *D2L EMAIL:* The email utility within D2L should not be used for personal items that are not appropriate to share with the entire class.

4. *Student – Facilitator Relationship:* The facilitator will normally log into D2L and check for messages at least once per day, including weekends and holidays. If the facilitator expects to be out of contact for more than a couple of days, notice will be provided via the News section.

5. If the instructor has not responded to a student email or voicemail message by the end of the day after the student left the message, the student should assume that the instructor did not receive it and leave another message.

**GRADING SCALE (THIS IS STANDARD THROUGHOUT THE COLLEGE)**

Makeup exams may be offered to students with emergencies, but only if they can provide acceptable documentation of the emergency (e.g., hospital admits slip, etc.). The instructor reserves the right to change the format of any makeup exams (e.g., to essay questions).

The final exam cannot be made up for any reason.

*NOTE:* Posting an initial discussion response after noon on Thursday will result in a 20% point penalty.

<table>
<thead>
<tr>
<th>Student Grade Determination</th>
<th>2150 Total Course Points</th>
<th>FKCC Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1935 – 2150 course points</td>
<td>90-100% A</td>
</tr>
<tr>
<td>B</td>
<td>1720 - 1934 course points</td>
<td>80-89% B</td>
</tr>
<tr>
<td>C</td>
<td>1505 – 1719 course points</td>
<td>70-79% C</td>
</tr>
<tr>
<td>D</td>
<td>1290 - 1504 course points</td>
<td>60-69% D</td>
</tr>
<tr>
<td>F</td>
<td>1289 course points and below</td>
<td>Below 60% F</td>
</tr>
</tbody>
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**GRADING DISCUSSION POSTS AND CLASS PARTICIPATION**

Class participation is a combination of exams/quizzes, discussions and projects. The online discussion component is defined as posting a minimum number of substantial, separate, and distinct messages to the various Discussion Forums. These discussion board messages must be posted before the following deadlines in and in the Course Schedule to count toward the student’s participation grade.

*Discussion Forums:* Most weeks under the discussion tab, there will be a question to which the students are to post a response during the week. The student must click on the “respond” button immediately after the question. The student is to make appropriate comments; for maximum credit. The student is to respond to at least two other student’s response that week. The student should also check to see who has responded to their comments.
and respond to this person if it is appropriate to do so. These responses are also to be thought revealing – they are more than “I agree” or “I disagree.” The student is expected to provide quality insight citing and documenting references, in order to demonstrate an understanding of the weekly topic and provide original thought in the posts. Cutting and pasting from the text, websites, or providing a response with limited substance will receive a significantly reduced grade. As with all activities in this class, quality counts and the postings need to add value to the discussion.

1. **Substantive Post:** To earn 100% on the discussion portion of the class participation grade, the student must do the following:

   a. An initial post to the weekly topic must be done by Thursday noon, during the week in which that forum is scheduled to avoid a 20% point penalty for that weekly post.

   b. Post two substantive reply messages in each discussion forum

   c. Provide a good explanation of a concept or concepts related to the material discussed in the forum, or give a good example of how a concept can be applied, or provide an insightful response to a previous post.

   d. Be factually correct. The post should help your classmates, and yourself, learn the material.

   e. Be at least 75 words in length. Messages that do not meet this length requirement will earn only a small amount of partial credit.

   f. Have acceptable spelling and grammar. Although this is not a writing class, this is College. Students should get into the habit of writing complete sentences that are grammatically correct. Take advantage of the spell check feature in D2L. Texting style messages will be graded zero.

   g. Do your own work. Do not plagiarize from any source (internet, textbook, etc) as the body of your post. Study the concept, and then express it in the student’s own words. Make certain to cite and document references.

2. **Other key points:**

   a. Messages that do not meet the above requirements will earn a small amount of partial credit.

   b. It is acceptable (and encouraged!) for more than one student to respond to the same message. The best way to be sure you understand a topic is to try to explain it to someone else.

   c. Please use the discussion forums to ask all of the questions you have about the class material. The instructor wants students to ask a lot of questions, and these questions will contribute to the class participation grade.

   d. Off-topic messages will not count toward the participation grade.

   e. If the final average is on the borderline between two letter grades, active participation (posting several messages to each forum, on average) will work to the student’s advantage as the instructor decides which of the two letter grades the student has earned.

   f. Messages must have content that contributes to the discussion. Messages that contain a few words and merely say “I agree with you” or something similar will not earn any credit.
g. These participation points are the easiest part of the grade to earn, and also the easiest to forget to do. Don't forget!

h. Copying and pasting your complete response from any source, even if the student cites the source, is not acceptable. The student should study the source document and paraphrase what they learned when typing a message and then cite the appropriate source.

i. Collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, use the discussion forums to share your concerns, challenges, and ask questions about the topic.

3. Some extra credit may be given for substantial messages that are posted no later than Wednesday of the week they are due. This is to encourage students to post early in the week, which will help generate a better class discussion within each forum.

4. If no substantial messages are posted on time in a forum, it will not be possible to earn 100% for that forum. A small number of messages that are not substantial but do say more than “I agree” or “Good Post!” and are more than 1 or 2 sentences in length will earn some part credit, but not very much.

5. The student is to make appropriate comments; for maximum credit the student is to respond to at least two other student’s response each week. The student should also check to see who has responded to their comments and respond to this person if it is appropriate to do so.

WITHDRAWAL POLICY

Students may withdraw without academic penalty from any course by the established deadline published in the College’s calendar. This will result in a grade of ‘W’ for the course and will not count against the student's GPA.

Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student WILL NOT be permitted to withdraw in accordance with State of Florida regulations and will receive an earned grade for that course.

It is the responsibility of the student wishing to withdraw from the course to do so by the date published in the College Academic Calendar. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

EXAMS AND QUIZZES

Exams and quizzes may be taken any time during the period listed in the Course Calendar. All exams and quizzes will be given online via D2L or SAM. There is no requirement to take tests on campus. All exams and quizzes are open book and open notes. Calculators may be used if you feel the need. All exams and quizzes will have a time limit. My goal is to test what you have learned, not what you can look up. Every test should automatically submit itself at the end of the scheduled time, but it is your responsibility to track the time you have spent and how much time you have remaining.

Exams not submitted by the end of the scheduled time in the course schedule and syllabus will be penalized:

The questions will be challenging. You should study as if the exams and quizzes were closed book, because you won’t have time to look up every answer. If you have to look up more than a few answers, you will run out of time.

Question types will be a combination of multiple choice, matching, and true/false.

On occasion, computer problems will occur during an exam or quiz. Attempts can be reset to allow you to complete it.

At faculty discretion, a makeup quiz maybe substituted since the original exam environment has been compromised. A makeup mid-term exam will be more difficult than the original exam and will likely consist entirely of essay questions. So, you need to be very careful that you don’t inadvertently cause any problems during the exam.
ACADEMIC HONESTY & PLAGIARISM

Students are expected to respect and uphold the standards of honesty in submitting written work. Though occurring in many forms, plagiarism in essence involves the presentation of another person's work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student's responsibility to review the College’s policy on Academic Honesty.

Plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else's words. Using quoted text to support your answer will not usually be necessary in this class. Submitting another student's work as your own is plagiarism; even if you were presented can collaborated on the submitted work.

Any form of academic dishonesty will receive a grade of zero for that assignment. A second time, you will earn a failing grade for this class and be reported to the Dean of Student Affairs.

LATE WORK

1. Any assignment not submitted by the date and time specified in the Course Calendar is considered late, unless you have contacted me and I have approved an extension in advance.

2. A 20% penalty will be assessed for late assignments for the first week. No assignments will be accepted after the first late week and a grade of zero will be assigned for that assignment.

3. The above policy does not apply to exams or any other assignment that may due during the Final Exam period. No assignments due during the last week of classes will be accepted late to allow me to submit the course grades to the college on time. There will be no make-up exams or quizzes you must take exams and quizzes when they are available on D2L or SAM.

4. Internet connection problems are to be expected and are not an acceptable excuse for late work. You should have a backup plan in place for internet access in case your primary method is unavailable. You may even consider recommend submitting assignments at least one full day early to allow time to recover from technical problems.

5. The course exams will be offered through Desire2Learn and SAM and can be taken from any computer that has internet access 24 hours a day. Do not let poor planning or unexpected life occurrences affect your grade.

6. If there is a problem with the D2L or SAM server that prevents completing an exam or quiz or assignment, the following guidelines apply:
   a. Reasonable accommodations will be provided as soon as technically possible to complete the task interrupted.
   b. For an assignment, send me an internet email before the assignment is due and attach the assignment to the email if applicable.

7. No exceptions will be made to the above policies unless you can provide documentation of the EXTREME situation that is considered adequate.
ATTENDANCE POLICY

Student attendance and participation in educational activities are monitored on a weekly basis. Students are required to participate in their online course each week as verified by activity within the D2L Learning Management System.

There will be at least one assignment in this course that is due every week of the semester, unless the College is officially closed for the entire week. These may include discussion forum posts for class participation, exams and quizzes, homework, projects, or a combination of these. Attendance each week will be based on your submission of the assignments that are due that week, so it is important that you submit every assignment on time. If you submit all of the week’s assignments late, you will be marked as absent from class for that week. If at least one assignment is submitted on time each week, you will be marked as present.

Simply logging into the online classroom without submitting any of the assignments due is not sufficient to count for attendance purposes. Students who do not regularly participate in class by submitting the assignments that are due each week are considered absent from the class.

LOGGING OFF FROM D2L

In order to better serve our faculty and students, all D2L users should use the logoff button when completing online course work. By logging off instead of just closing your internet browser window, D2L server space is freed and system performance is optimized.

SYLLABUS CONFIRMATION

The Syllabus Conformation assignment is my method of ensuring you know what you should expect from this course, and what is expected from you. By completing the Syllabus Conformation to assignment, you are acknowledging that you:

1. Understand the policies detailed in this Syllabus.
2. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
3. Understand that you will be held accountable to the standards published in this document.

Place a confirmation statement in the appropriate drop box.

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