OURSE INFORMATION

|  |
| --- |
| COURSE INFORMATION |

|  |  |  |
| --- | --- | --- |
| **Course Sections** | **Length of Term:** | **Term/Year** |
| **CRNs 23097 23112** | **Full term – Jan. 7 – Apr. 21** | **Spring 2019** |
| **CRNs 24182** | **Modality: Online** | **Course Credits: 3** |

This syllabus is a contract between the student and the instructor. By attending this course, the student agrees to the terms and conditions of this contract. It is the responsibility of the student to carefully read this syllabus/contract, and to adhere to all policies and procedures within.

Are you ready for this course?

Do you implement time management, maintain self-discipline, enjoy learning independently, and possess technology equipment and skills? These are successful characteristics of online students.

| **INSTRUCTOR CONTACT INFORMATION** |
| --- |
| **Instructor: Professor Reneva Walker** |
| **Email: Send a message via Canvas** [**Inbox**](file:///C:\conversations#filter=type=inbox) |
| **Phone: (407) 582-2344** |
| **Office Location: East Campus,  701 Econlockhatchee Trail, Orlando, FL. Bldg. 4-231** |
| **Office Hours: by appointment** |

|  |
| --- |
| COURSE DESCRIPTION |

This course covers the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software used in today's business environment. Students will survey and use business applications programs utilizing pre-written programs that include word processing, spreadsheets, databases, presentation graphics, and web browsers. Students completing the course will have a solid understanding of computer concepts, how to use computers in today's business world, and how to access information on the World Wide Web.

|  |
| --- |
| COURSE PREREQUISITE/COREQUISITE: None |

|  |
| --- |
| VALENCIA STUDENT CORE COMPETENCIES |

**Think** clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating usage of system and application software.

Reflect on your own and others’ V**alues** from individual, cultural and global perspectives.

**Communicate**, by reading, listening and writing and speaking effectively.

**Apply** purposefully, reflectively and responsibly by implementing effective problem solving and decision making strategies.

|  |
| --- |
| COURSE MATERIALS |

In order to successfully complete the course and receive credit, you will need:

1.  Android computer. PC computers are provided in the classroom and campus library. Limited access is provided on smart phones, tablets. Mac computers do not work with SIMnet.

2. High speed Internet connectivity is required to submit course work in Canvas as well as SIMnet. Internet connectivity is provided in the classroom and campus libraries. Type your ATLAS Username and Password in designated boxes.

3. EBook: McGraw-Hill SIMnet Office 2016 Suite (purchase at cash register at Valencia bookstore or purchase online using Canvas link provided in course menu for this course.

4. Microsoft Office 2016 Suite. Refer to the [Technology Requirements](file:///C:\courses\25441\pages\technology-requirements) page for further instruction.

|  |
| --- |
| PERFORMANCE CRITERIA |

See the [course schedule](file:///C:\courses\25441\pages\course-schedule) to view all course work and respective due dates as well as assessment points. **Course work must be submitted by 11:00 p.m.** for each due date with the exception of the final exam.

|  |
| --- |
| ASSESSMENT/FINAL EXAM |

The [Course Rubric](file:///C:\courses\25441\pages\course-rubric) page lists the grading points and scale for this course.  The sum of points earned for SIMnet Let Me Try lessons, SIMnet Exams including Final Exam, SIMnet Projects, and Discussion Questions will determine your course grade based on the grade scale.  Click on the [Grades](file:///C:\courses\25441\grades) link in the course navigation menu to see your assignment scores.

**Final Exam**: The final exam is a take home online exam via SIMnet titled as RW Concepts Final Exam and it will count toward your grade. It is not required, however.  If you fail to take the exam by the scheduled final exam date you will earn zero points.

|  |
| --- |
| MAKE-UP POLICY |

**SIMnet Lessons**: No late work is accepted for Lessons. You will receive a zero for course work not submitted on time and no further attempts will be allowed. This is not professor choice but a SIMnet limitation.

**SIMnet Exams and SIMnet Projects**: Late work will incur a 25% penalty for Projects and Exams.  Late work also has a deadline date, as listed on the [course schedule](file:///C:\courses\25441\pages\course-schedule). Once these dates have expired, if no work was submitted, you will receive a zero for the course work and no further attempts will be allowed.

**SIMnet Final Exam**: No late work accepted for the final exam.

|  |
| --- |
| INCOMPLETE GRADE |

Students must discuss the incomplete with the instructor and obtain instructor approval. Incomplete grades will be assigned to students that meet the [college guidelines for incomplete grade status](http://catalog.valenciacollege.edu/academicpoliciesprocedures/incompletes/). The student shall provide documentation for their hospitalization, medical leave of absence, military duty, court duty, or incarceration to the instructor as soon as possible. Incomplete work must be submitted prior to the end of the next term or else a grade of F will appear on the transcript.

|  |
| --- |
| IMPORTANT DATES |

Full Term: Classes begin Jan. 7. Drop/ Refund/ Deadline 11:59 p.m. Jan.. 14.  Withdrawal deadline for W grade is 11:59 p.m. Mar.22 Classes end Apr. 21 of year 2019. [Final exam schedule](http://valenciacollege.edu/calendar/FinalExam.cfm), Refer to course calendar in Canvas for this course.

Credit Classes Do Not Meet Jan. 21, Feb. 15, and Mar. 11-17.

|  |
| --- |
| NO  SHOW PROCEDURE |

The instructor will withdraw any student who does not submit one completed assignment before (Jan. 15). The student will be withdrawn by the instructor as a [no-show](http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/). This will count as an attempt in the class, and student will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

|  |
| --- |
| WITHDRAWAL |

Per [Valencia Policy 4-07](http://valenciacollege.edu/generalcounsel/policy/documents/4-07-NF-NN-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals-amended.pdf) a student who withdraws from class before the established deadline for a particular term will receive a grade of W. A student is not permitted to withdraw after the withdrawal deadline. See Important Dates for the Withdrawal Deadline for the part of term of this course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F” as per [Valencia Policy](http://valenciacollege.edu/generalcounsel/policy/documents/4-07-NF-NN-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals-amended.pdf). NOTE: Before choosing to withdraw, students should speak first with your professor regarding your progress in the course and with an Academic Advisor to discuss the impact of the W on your academic progress, future fees, and financial aid. If you find yourself struggling refer to page 44 in the [student handbook.](http://valenciacollege.edu/pdf/studenthandbook.pdf) .  I DO NOT withdraw students from the course unless they do not follow the No show procedure.

|  |
| --- |
| ATTENDANCE |

Submission of a completed SIMnet assignment is date stamped automatically and this stamp will be used to meet the attendance requirement. Prompt course work submission is imperative for student success

|  |
| --- |
| STUDENT CODE OF CONDUCT |

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for knowing and abiding by the rules articulated in the [Student Code of Conduct](http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/) and the[student handbook](http://valenciacollege.edu/pdf/studenthandbook.pdf). Even though faculty manage the classroom environment, the primary responsibility for maintaining a respectful and civil learning environment rests with the students. Students who violate the Student Code of Conduct may be referred to the Dean of Student’s Office for disciplinary action, which may result in a sanction up to and including expulsion.

|  |
| --- |
| COLLEGE POLICIES |

A full description of College Policy; and [Student Handbook](http://valenciacollege.edu/generalcounsel/policy/).

|  |
| --- |
| DRUG POLICY |

In compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989, Valencia College will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by Valencia College students or employees on college premises or as part of any college activity. The [student code of conduct](http://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/) applies to the online classroom environment as well.

|  |
| --- |
| ACADEMIC INTEGRITY |

Each student is required to follow Valencia policy regarding academic honesty.  All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.”  Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the [Student Handbook](http://valenciacollege.edu/pdf/studenthandbook.pdf) and [Catalog](http://catalog.valenciacollege.edu/).

|  |
| --- |
| OFFICE OF STUDENTS WITH DISABILITIES |

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the [Office for Students with Disabilities](http://valenciacollege.edu/osd/) (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

|  |
| --- |
| TIPS FOR SUCCESS |

To be successful in this course, you must:

1. Purchase course software by or on the first day of class and to execute Systems Requirement Test on the logon page of SIMnet.
2. Be familiar with Windows operating system and Canvas.
3. Don’t procrastinate. Keep in mind that network and hardware failures occur.
4. Allot 8 hours a week to study
5. Contact SIMnet on SIMnet issues. Be sure to get a case number.
6. Update your internet browsers routinely. Google Chrome is recommended.
7. Have access to a computer with a high-speed connection.
8. Have a positive attitude toward learning.
9. Complete all activities in a timely manner, as listed in the Course Shedule for this course in Canvas

|  |
| --- |
| DISCLAIMER |

Changes may be made at the discretion of the instructor.

|  |
| --- |
| COURSE OUTCOMES |

The [Course Map](file:///C:\courses\25441\files\1775960\download%3fverifier=8PdJEHeHrENYelsBJBkRjGupw8sCDrrF8DStXDZO&wrap=1) documents everything you will be learning in this course.