



# Course Policies

## Attendance

I will have each learning module's worth of assignments posted on Blackboard. I expect that you will log in to our class site several times each week to retrieve your assignments. Live class is held on T/R from 10:30 -11:45 AM. Lecture videos will be posted that day after class for viewing. You will be held to the same assignment deadlines as the in class students.

## Preparation/Class work

You are responsible for reading the textbooks and completing all assignments. Each week there will be a learning module assigned in Blackboard. In each module, you will find announcements for the week, lecture notes, assignments, and quizzes/exams. All assignments, quizzes and exams will be submitted through Blackboard. You must be aware of all due dates.

## Make-Ups

If you have a conflict, you need to contact me via email as soon as you know or are physically able. I have the discretion to either allow a makeup with penalty, a makeup without penalty, or deny a makeup - depending on the reason and the promptness of notice. Expect to document the reason for the makeup.

## Do Your Own Work

Unless I specify, you are to do all work on your own. You may help or consult each other on questions, however you are NOT allowed to copy any portion of your assigned work from another student or ALLOW any other student to do so from your work. If I catch you cheating or plagiarizing you will receive a zero for the assignment, and if I catch you a second time you will receive a failing grade for the course.

## Due Dates

All assignments and exercises are expected by the due date specified. Late work will be accepted for only assignments and exercise (**no lates for quizzes or exams**), but penalized as follows:

### **Between:**

1 class period late	10% deduction
2 class periods late	25% deduction
More than 2 classes late but before 05/01/08 Noon	50% deduction

## Instructor Help

I will be available during my office hours and by appointment to help with any problems or questions about the content of the class. I will also check my emails to answer any questions that you do have. I am here to help, please do not be afraid to ask questions.

# e-Learning/Blackboard

## Basics

You are expected to have a working knowledge of Blackboard. This includes how to attach an assignment, how to take a quiz/exam, how to do chat, view your grades, send mail, etc. If you feel you do not know these items, you should go through the student demonstrations located on <http://elearning.ipfw.edu/documentation/default.shtml>. You will be able to do a self paced tutorial on the various components of Blackboard. You may also attend a training session at CASA.

## Submitting Assignments

Every exercise/assignment will be submitted via Blackboard - I will not accept email submissions unless directed to do so. Submitting your assignment via Blackboard is the only way you will receive a grade back. If you experience problems, please see below.

## Quizzes/Exams

All quizzes and exams will be administered via Blackboard. You will have 10 min. to complete quizzes and 75 min. to complete exams. Grades for quizzes and exams will not be released to the class until the deadline has passed to take the quiz or exam. Quizzes and exams **can not** be made up if you miss the deadline - so please be aware of the deadline for each assessment.

## Experiencing Problems?

- If you are experiencing problems attaching your file(s) to your Blackboard assignment
  1. First do a browser tune up - located on the initial Blackboard page (before you login). More info can be found at <http://www2.blackboard.com/tuneup>.
  2. If you continue to experience problems, please contact the help desk at **481-6030** only after completing the above step.
- If you experience technical trouble with a quiz or exam, you need to contact me via Blackboard mail or email immediately. Also contact the ITS help desk at **481-6030** to open a ticket.
- If Blackboard is down or you can not log in, please contact the ITS help desk and open a ticket. Please make sure to receive a tracking number so that I may verify it.

# Students with Disabilities

If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of Services for Students with Disabilities (Walb Union, Room 113, telephone number 481-6658) as soon as possible to work out the details. Once the Director has provided you with a letter attesting to your needs for modification, bring/send the letter to me. For more information, please visit the web site for SSD at <http://www.ipfw.edu/ssd/>

# Grading

## Point Allocation

Quizzes (6 * 10pts)	60
Exam #1 (Ch 1-4, 8)	300
Exam #2 (Ch 5-7, 10-11)	300
Final Exam (Ch. 9, 12-15)	300
Exercises (4 * 20 pts)	80
Assignments	460
XP	20 pts
Internet	40 pts
Word	75 pts
Excel	75 pts
Power Point	75 pts
Access	75 pts
Research	100 pts

## Scale

100-90%	<b>A</b>
89-80%	<b>B</b>
79-70%	<b>C</b>
69-60%	<b>D</b>
< 60%	<b>F</b>

**Total Points**

**1500**

# Tentative Schedule

Week#	Topic (T/R)	Assignments	Due date	Quizzes/Exams	Due date
#1 - 1/15	Intro/Ch. 1&XP	Ex #1 Introduction XP	<b>1/17/08</b> <b>1/24/08</b>		
#2 - 1/22	Ch. 2/Internet	Internet	<b>2/05/08</b>	Quiz 1 (Ch. 1 & 2)	<b>1/24/08</b>
#3 - 1/29	Word/Ch. 3	Word Research	<b>2/12/08</b> <b>4/15/08</b>		
#4 - 2/5	PowerPoint/Ch. 4	PowerPoint Ex #2 System Disc.	<b>2/19/08</b> <b>2/14/08</b>		
#5 - 2/12	Ch. 8/Exam Review			Quiz 2 (Ch. 3, 4, & 8)	<b>2/14/08</b>
#6 - 2/19	Exam 1/Ch. 5			<b>Exam #1</b> (Ch. 1-4, 8)	<b>2/19/08</b>
#7 - 2/26	Excel/Ch. 11	Ex #3 Ethics Excel	<b>3/06/08</b> <b>3/18/08</b>		
#8 - 3/4	Ch. 10/Access	Access	<b>3/27/08</b>	Quiz 3 (Ch. 5 & 11)	<b>3/04/08</b>
#9 - 3/11		<b>SPRING BREAK</b>			
#10 - 3/18	Ch. 6 /Ch. 7				
#11 - 3/25	Exam Review/Exam 2			Quiz 4 (Ch. 6, 7, 10) <b>Exam #2</b> (Ch. 5-7, 10-11)	<b>3/25/08</b> <b>3/27/08</b>
#12 - 4/1	No Class/No Class	<b>RESEARCH WEEK</b>			
#13 - 4/8	Ch. 9/Research Day				
#14 - 4/15	Ch. 12/Ch. 13	Ex #4 Programming	<b>4/24/08</b>		

#15 - 4/22	Ch. 14/Ch. 15			Quiz 5 (Ch. 9, 12, 13)	<b>4/22/08</b>
#16 - 4/29	Exam Review/Makeup Day			Quiz 6 (Ch. 14, 15)	<b>4/29/08</b>
#17 - 5/6	Final Exam	<b>Completed by 5/6 Noon</b>		<b>Exam #3</b> (Ch. 9, 12-15)	<b>5/6/07 noon</b>