

web: <http://www.pvamu.edu/pages/3585.asp>
 University Bookstore:
 phone: (936) 261-1990;
 web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

Class Webpage <http://ecourses.pvamu.edu/>

Required Materials

- Two Flash drive(s) – Don’t forget to back up flash drive data frequently.

Software to be used (available in computer lab)

- We will be using MS Office components, Windows Movie Maker, Adobe PhotoShop, Glogster, and social networking tools.

Course Overview:

The general purpose of the course is to develop the students’ ability to use information technology to communicate, solve problems, and acquire information. In particular, students become proficient in using components of MS Office, multimedia, social networking, and other web-based tools. Lectures are held in the computer laboratory.

Course Learning Objectives and Assessment:

Upon completion of this course, students will		
1	<ul style="list-style-type: none"> • Communicate with others using multimedia tools such as MS PowerPoint • Collaborate with classmates on team project using social networking and collaboration tools such as Facebook and Microsoft Office 365. • Create a research paper using MLA documentation guidelines. 	<p><i>Core Objective Communication</i></p> <p><i>Teamwork</i></p> <p><i>Communication Critical Thinking</i></p>
		<p><i>Artifacts</i></p> <p><i>Creation of PowerPoint presentation with a Shape and WordArt</i></p> <p><i>MS Word, Excel, and PowerPoint deliverables using the “Wee Ones Day Care” Capstone Project</i></p> <p><i>Creation of Word document</i></p>
2	<ul style="list-style-type: none"> • Transform data into information and present the information using MS Excel features like <i>what-if</i> analysis and <i>pivot table</i> reporting. 	<p><i>Critical Thinking</i></p>
		<p><i>Bachelor’s Degree Expense Resource Projection</i></p> <p><i>Worksheet Creation of Emergency Student Loans Worksheet</i></p> <p><i>Completion of Pivot Table Tutorial</i></p>
3	<ul style="list-style-type: none"> • Demonstrate personal responsibility when using computer and Internet resources 	<p><i>Personal Responsibility</i></p>
		<p><i>Test questions on netiquette and ethical and legal issues</i></p>

by following proper netiquette when communicating via the Internet

- Know and examine legal, ethical and moral issues involved in hacking, spying, downloading copyrighted materials, etc., and consequences of violation of the laws governing these activities.

Student artifacts will be evaluated using LEAP (value) rubric to determine acceptable/unacceptable level of proficiency in Taskstream.

Grading Matrix

Instrument	Value (points or percentages)	Total
HW Assignments	5 assignments at 40 points each	200 or 20%
Projects	100 Points	100 or 10%
Class Exercises/Lab	5 exercises at 10 points each	50 or 5%
Pop Quizzes	5 pop quizzes at 10 points each	50 or 5%
Exam 1	100 points	100 or 10%
Exam 2	100 points	100 or 10%
Exam 3	100 points	100 or 10%
Final Exam	300 points	300 or 30%
Total Points:		1000

Grading Scale

Grades	Points
A	90.0% – 100% = (900 – 1000)
B	80.0% – 89.9% = (800 – 899)
C	70.0% – 79.9% = (700 – 799)
D	60.0% – 69.9% = (600 – 699)
F	< 60.0% (less than 600)

Class Exercises/Lab Work

These assignments are completed in class. An in-class exercise is usually given after a topic has been explained in the class.

Project Assignments

Students receive project assignments during the course of the semester. Assignment details are given in class. The grade for each project assignment relies heavily on the student's ability to follow instructions and complete assignments on time. Completed assignments are submitted via eCourses unless instructed otherwise. Assignments are not accepted after the due date.

Assignment Code	Assignment Description	Value
P1	Project Assignment 1 (Compose a Research Paper using MLA Documentation Style and publish it on the designated website)	40 points
P2	Project Assignment 2 (Prepare Financial Projections using 'What-If-Analysis' & pivot table reporting, and present the table on the web)	40 points
P3	Project Assignment 3 (Prepare PowerPoint presentation using multimedia tools)	40 points
P4	Project Assignment 4 (Create a movie and upload to YouTube)	40 points
P5	Create a blog for team collaboration	40 points
Total		200 points or 20%

Exam Policy

All exams are closed book. All scheduled exams are taken on computers in the classroom. If an exam is missed, it is the student's responsibility to (a) contact the professor as soon as possible via email, telephone, or in person, (b) produce a document describing the valid reason for having missed the exam (e.g., doctor's note), and (c) make arrangements with the professor to take the exam within a period of one week (7 days) of the date of the original exam. Otherwise, missed exams are assigned a grade of 0 (zero).

The Use Of eCourses

Students are expected to use eCourses regularly for course materials, such as PowerPoint slides, class lecture notes, and class announcements. Failing to learn how to use eCourses might result in missing class information. Students need to take the responsibility to obtain adequate proficiency using eCourses.

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class, should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of

receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations for Online and Web-Assist Courses

Minimum Hardware and Software Requirements:

- Pentium with Windows XP or PowerMac with OS 9
- 56K modem or network access
- Internet provider with SLIP or PPP
- 8X or greater CD-ROM
- 64MB RAM
- Hard drive with 40MB available space
- 15” monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
- Participants should have a basic proficiency of the following computer skills:
 - Sending and receiving email
 - A working knowledge of the Internet
 - Proficiency in Microsoft Word
 - Proficiency in the Acrobat PDF Reader
 - Basic knowledge of Windows or Mac O.S.

Technical Support: Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing network and eCourses. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

Prairie View A&M University College of Business

Vision

To empower students from diverse backgrounds to become productive and ethical business professionals who are among the best in the world.

Mission

To provide a diverse student body with an education that creates highly productive professionals who are ethical, entrepreneurial, and prepared to succeed in the global economy. The College achieves this through excellence in teaching, research and service, and engagement with the business community and other stakeholders. The student experience is distinguished by personal attention, teamwork, leadership training, and appreciation of the social responsibility of business.

COURSE CALENDAR *

WEEK	
1	<ul style="list-style-type: none"> ▪ Orientation and Introduction. ▪ Computer concepts <ul style="list-style-type: none"> ○ What is a Computer? ○ Computer hardware and software ○ Components of a Computer ○ Computer and its role in today's world ○ Computer Information Systems and the role they play in a company's core business functions ○ Computer literacy and success in today's world ○ Notebook Computers Vs. Desktop Computers ○ Impact of computers on the "interpersonal" side of business (i.e., employee and customer relationships) ○ Green Computing ○ Cloud Computing
2	<ul style="list-style-type: none"> ▪ Internet and the World Wide Web <ul style="list-style-type: none"> ○ Internet Vs. Intranet ○ Internet tools and resources ○ Ethics and personal responsibility in the use of Internet resources. ○ Appropriate use of company internet resources ○ Netiquette (Internet Etiquette) ○ Anonymous messages and Cyberbullying. ○ eCommerce and its role in society
3	<ul style="list-style-type: none"> ▪ MS Word – Chapter 2 (Creating a Research Paper) <ul style="list-style-type: none"> ○ Documentation Styles: MLA Vs. APA ○ Creating a Research Paper Using MLA Documentation Guidelines ○ Proofreading a document and editing the document using 'Comment' and 'Track Changes' features of Word.
4	<ul style="list-style-type: none"> ▪ MS Excel – Chapter 1 (Creating a Worksheet and an Embedded Chart) <ul style="list-style-type: none"> ○ MS Excel as a calculation tool ○ Factors that guide the design of spreadsheet ○ Factors that determine the choice of a particular chart type. ▪ Presenting summary data using line diagrams
5	<ul style="list-style-type: none"> ▪ MS Excel - Chapter 2 (Formulas, Functions, and Formatting) <ul style="list-style-type: none"> ○ Calculations using SUM, AVERAGE, MIN, MAX, COUNT, PMT, PV, NPV functions ○ Calculating total, difference, product, average, and percentage using adjacent and non-adjacent cell values ▪ Presenting summary data using bar diagrams
6	<ul style="list-style-type: none"> ▪ MS Excel – Chapter 2 (Cont'd) <ul style="list-style-type: none"> ○ Calculating Principal, Interest, and Amount Due for different kinds of loans such as academic supplies, medical emergency, and personal emergency. ○ Advanced Excel Functions ▪ Presenting summary data using Pie Chart
7	<ul style="list-style-type: none"> ▪ MS Excel – Chapter 3 (What-If-Analysis and Working with Large Worksheets) <ul style="list-style-type: none"> ○ Financial projections using What-if-Analysis (calculations of Total Expenditures, Gross Margin, and Operating Income based on different assumptions/scenarios) ○ Excel's Goal Seeking feature to achieve target ▪ PivotTable Report to summarize and analyze data
8	<ul style="list-style-type: none"> ▪ MS Access – Chapter 2 (Querying a Database) <ul style="list-style-type: none"> ○ What is a Database Query? ○ Designing a Database Query ○ Database queries to meet specific data needs ○ Database queries to generate reports

	<ul style="list-style-type: none"> ○ Use of parameter queries ○ Use of aggregate functions in Access vs. Excel ○ Use of calculated fields in queries
9	<ul style="list-style-type: none"> ▪ MS Access – Chapter 2 (Cont'd)
10	<ul style="list-style-type: none"> ▪ PowerPoint – Chapter 2 (Creating a Presentation Pictures, Shapes, and WordArt) <ul style="list-style-type: none"> ○ Factors influencing the choice of a theme ○ Designing and preparing a PowerPoint Presentation on the given topic ▪ Making the presentation to the class
11	<ul style="list-style-type: none"> ▪ Using Facebook and MS Office 365 for collaboration ▪ Integration of knowledge of Word, Excel, and PowerPoint ▪ Capstone Project Review
12	<ul style="list-style-type: none"> ▪ Creating a simple Website <ul style="list-style-type: none"> ▪ Design elements of a website ▪ Look and feel elements of a website ▪ Website vs. webpage ▪ Selection of a tool to create website ▪ Creating a Website using Notepad
13	<ul style="list-style-type: none"> ▪ Creating Website using Notepad (Cont'd)
14	<ul style="list-style-type: none"> ▪ Creative Computing ▪ Using Scratch to create a visual program
15	<ul style="list-style-type: none"> ▪ Course Review Day (Last Class Day)

* Changes to this schedule are at the discretion of the instructor. Students will be informed of these changes in class and/or posted on the class web page.