



MISY1305 – Business Computer Applications Spring 2024

General Course Information

Information Item	Information
Instructor:	Professor Emmanuel U. Opara
Section # and CRN:	Sections: MISY1305–P01; P06
Office Location:	Agriculture/Business Multipurpose Building, Room 442
Office Phone:	936-261-9262
Email Address:	euopara@pvamu.edu
Office Hours:	Mon -Wed Friday 11:00 am – 1:00 pm; Tues 11 am – 4:00 pm, Others by appointment
Mode of Instruction:	Face - Face
Course Location:	Agric/Business Bldg. Rm 227
Class Days & Times:	MWF 1:00 pm – 1:50 pm; 2:00 pm – 2:50 pm
Catalog Description:	The course explores living and communicating in a digital world. It includes selection and use of different types of computers, desktop and mobile, and their supported applications; an examination of the advantages and pitfalls of cloud computing and social networking; and projects designed to promote collaborative communication using multimedia and web technology with attention to formal and informal code of conduct.
Prerequisites:	Be in good standing with university requirements
Co-requisites:	None
Required Text(s):	Vermaat, M. E., <i>Microsoft Office 2016</i> , Cengage Learning, 2016, ISBN-13: 978-1285166025, ISBN-10: 1285166027
Recommended Text(s):	eCourse Platform Supplementary information for the course will be available on eCourse – Canvas LMS. The eCourse Canvas platform contains class notes, PowerPoint slides, other class announcements, the course syllabus, test dates, and other information for the course.

General Course Information Table

Student Learning Outcomes:

Upon successful completion of this course, students will be able to: [NOTE: BEGIN each outcome with a VERB]:	Program Learning Outcome Alignment	Core Curriculum Outcome Alignment [Delete this column for graduate courses]
1. Communicate with others using multimedia tools such as MS PowerPoint	BBA 4	COM
2. Collaborate with classmates on team project using social networking and collaboration tools such as Facebook and Microsoft Office 365.	BBA 4	COM, TW
3. Create a research paper using MLA documentation guidelines.	BBA 4	COM

4. Transform data into information and present the information using MS Excel features like what-if analysis and pivot table reporting.	BBA 1	CT, EQS
5. Transform data into information and present the information using MS Excel features like what-if analysis and pivot table reporting.	BBA 2	PR
6. Examine legal, ethical and moral issues involved in hacking, spying, downloading copyrighted materials, etc., and consequences of violation of the laws governing these activities	BBA 2	PR

Student Learning Outcomes Table

Access to Learning Resources:	PVAMU Library: phone: (936) 261-1500; web: http://www.tamu.edu/pvamu/library/ 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		
<ul style="list-style-type: none"> ▪ 1 flash drive – Don't forget to back up flash drive data frequently. 		
Software to be used (available in computer lab)		
<ul style="list-style-type: none"> ▪ We will be using MS Office 2013 components, collaboration, 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		
	<i>Core Objective</i>	<i>Artifacts</i>
1	<ul style="list-style-type: none"> • Be proficient in communicating with others using multimedia tools such as MS PowerPoint • Be able to collaborate with classmates on team project using social networking and collaboration tools such as Facebook. • Know how to create a research paper using MLA documentation guidelines. 	<i>Communication</i> <i>Creation of PowerPoint presentation with multimedia</i> <i>MS Word, Excel, and PowerPoint deliverables using a Capstone Project</i> <i>Research Paper with a Footnote</i>
2	<ul style="list-style-type: none"> • Know how to transform data into information and present the information using MS Excel features like <i>what-if</i> analysis and <i>pivot table</i> reporting. 	<i>Critical Thinking</i> <i>Loan Balance Worksheet</i> <i>Eight-Year Financial Projection</i> <i>Completion of Pivot Table Tutorial</i>

3	<ul style="list-style-type: none"> • Demonstrate personal responsibility when using computer and Internet resources by following proper netiquette when communicating via the Internet • Learn the legal, ethical and moral issues involved in hacking, spying, downloading copyrighted materials, etc., and consequences of violation of the laws governing these activities. 	<i>Personal Responsibility</i>	<i>Test questions on netiquette and ethical and legal issues</i>
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Course Procedures

- This syllabus provides a general plan for the course. Changes in homework/project due dates and exam schedules may be made in class. It is the student's responsibility to be aware of these changes.
- This is an online/hybrid and hands-on laboratory based course.
- Regular and full participation is a requirement for all students enrolled in this course.

Grading Matrix

Instrument	Value (points or percentages)	Total
Homework Assignments	200 points	200 or 20%
Project Assignments – In class Labs	150 points	150 or 15%
Class Exercises	50 points	50 or 5%
Exam 1 Concepts	100 points	100 or 10%
Exam 2 Word	100 points	100 or 10%
Exam 3 Excel	200 points	200 or 20%
Exam 4 Access	100 points	50 or 5%
Bonus Points	50 points	50 or 5%
Final Exam	100 points	100 or 10%
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

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

The Final exam is mandatory. All students who desire to get a grade other than an "F" must take the final exam. Students will have to earn their grades and the grades earned will be the grades received. Grades will be based solely on performance in the above categories. No credit for any extra work is allowed and the grade will not be curved. An "Incomplete" grade (I) is given only in case of documented medical or

other extenuating circumstances and the student needed to have been in a good academic standing (must have attained at least 60% of the available points at the time of the incident). Needless to say, the “Incomplete” grade (I) is not automatic and requires approval of the professor.

COURSE CALENDAR * - subject to change as semester progresses

WEEK	
1	<ul style="list-style-type: none"> ▪ Orientation and Introduction. ▪ Computer concepts <ul style="list-style-type: none"> ○ What is a computer? ○ 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 ○ Computer Types ○ Green 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 social responsibility in the user of Internet resources ○ Netiquette (Internet etiquette) ○ Anonymous messages and cyberbullying ○ e-Commerce and its role in society ▪ Exam 1
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
4	<ul style="list-style-type: none"> ▪ Exam 2 ▪ 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 a pie chart
5	<ul style="list-style-type: none"> ▪ MS Excel - Chapter 2 (Formulas, Functions, and Formatting) <ul style="list-style-type: none"> ○ Calculations using AVERAGE, MIN, and MAX functions ○ Calculations involving the order of operations in mathematics ○ Relative vs. absolute cell references
6	<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 expenditure, gross margin, and operating income using different assumptions/scenarios) ○ Using goal seek to achieve targets ○ Presenting summary data using a clustered column chart
7	<ul style="list-style-type: none"> ▪ MS Excel – Chapter 3 (continued) ▪ Pivot table reporting to summarize and analyze data
8	<ul style="list-style-type: none"> ▪ Exam 3 ▪ MS Access – Chapter 1&2 (Querying a Database) <ul style="list-style-type: none"> ○ Create a database – create tables in Datasheet and Design View, ○ Add records to a table ○ What is a Database Query? ○ Designing a Database Query ○ Database queries to meet specific data needs ○ Database queries to generate reports
9	<ul style="list-style-type: none"> ▪ MS Access – Chapter 2 (continued) ▪ Use of parameter queries

	<ul style="list-style-type: none"> ▪ Use of aggregate functions in Access vs. Excel ▪ Use of calculated fields in queries
10	<ul style="list-style-type: none"> ▪ PowerPoint – Chapter 3 (Reusing a Presentation and Adding Media and Animation) <ul style="list-style-type: none"> ○ Inserting Photos and Adding Effects ○ Modifying and Copying an Illustration ▪ Making a presentation to the class
11	<ul style="list-style-type: none"> ▪ Exam 4 ▪ Using Facebook and/or a free online tool 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 Wix
13	<ul style="list-style-type: none"> ▪ Creating Website using Wix (Cont'd)
14	<ul style="list-style-type: none"> ▪ Creative Computing <ul style="list-style-type: none"> ○ Using Scratch to create a visual program
15	<ul style="list-style-type: none"> ▪ Course Review Day (Last Class Day) on December 1st ▪ FINAL EXAM in regular classroom on December 6th from 8:00am to 10:00am.

Student Support and Success

John B. Coleman Library

The John B. Coleman Library's mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University's global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: <https://www.pvamu.edu/library/>; Phone: 936-261-1500

Academic Advising Services

Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center

The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (<https://www.pvamu.edu/student-success/sass/university-tutoring-center/>), and through online sessions (<https://www.pvamu.edu/pvplace/>). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: <https://www.pvamu.edu/student-success/sass/university-tutoring-center/>

Writing Center

The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online

writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: <https://www.pvamu.edu/student-success/writing-center/>; Grammarly Registration: <https://www.grammarly.com/enterprise/signup>

Academic Early Alert

Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: <https://www.pvamu.edu/student-success/early-alert/>

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: <https://www.pvamu.edu/healthservices/student-counseling-services/>

Office of Testing Services

Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services

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 believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: <https://www.pvamu.edu/disabilityservices/>

Center for Instructional Innovation and Technology Services (CIITS)

Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: <https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/>; Phone: 936-261-3283

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: <https://www.pvamu.edu/sa/departments/veteranaffairs/>

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: <https://www.pvamu.edu/studentengagement/>

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: <https://www.pvamu.edu/careerservices/>

University Rules and Procedures

Academic Misconduct

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

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 learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
2. Plagiarism: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
3. Collusion: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
4. Conspiracy: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
5. Multiple Submission: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Nonacademic Misconduct

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. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

Sexual Misconduct

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus.

Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

Non-Discrimination Statement

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest 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 University Online 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

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers

- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

Netiquette (online etiquette)

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

COVID-19 Campus Safety Measures [NOTE: Delete this section when the COVID-19 pandemic is over]

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.