

**MISY 1305 – BUSINESS COMPUTER APPLICATIONS  
SPRING 2024**

<b>Instructor:</b>	Shahedur Rahman
<b>Section # and CRN:</b>	Section: Z01, CRN: 24672
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<b>Virtual Office Hours:</b>	Mon and Wed: 1:00 pm – 3:30 pm Fri: 12:00 pm – 1:00 am Virtual Office Hours: By Appointment
<b>Mode of Instruction:</b>	Internet
<b>Course Location:</b>	Online
<b>Class Days &amp; Times:</b>	
<b>Catalog Description:</b>	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.
<b>Prerequisites:</b>	None
<b>Co-requisites:</b>	None
<b>Required Texts:</b>	Sandra Cable, Steven M. Freund, Ellen Monk, Susan Sebok, Joy L. Starks, Misty E. Vermaat, <i>Microsoft® Office 365 &amp; Office 2019 Introductory</i> , 1st Edition, Cengage Learning, 2020, ISBN: 9780357026434.
<b>Recommended Texts:</b>	

**Student Learning Outcomes:**

	<b>Upon successful completion of this course, students will be able to:</b>	<b>Program Learning Outcome # Alignment</b>	<b>Core Curriculum Outcome Alignment</b>
<b>1</b>	Demonstrate proficiency in the use of computers effectively utilizing various computer applications	BBA 4	COM
<b>2</b>	Use the knowledge of security and safety risks involved in the use of computers and Internet resources	BBA 4	COM, TW
<b>3</b>	Communicate and collaborate effectively using the computer and Internet resources	BBA 4	COM
<b>4</b>	Create professional documents and research paper following MLA style	BBA1, BBA4	CT, COM

<b>5</b>	Organize and transform data into information and present the information using MS Excel features like what-if analysis and pivot table reporting.	BBA 2	CT, COM
<b>6</b>	Explain how a relational database is designed, implemented, and maintained using MS Access	BBA 2	CT
<b>7</b>	Demonstrate proficiency in the design, content organization, and delivery of impactful and professional presentations using MS PowerPoint skills	BBA 2	CT, COM
<b>8</b>	Apply the knowledge of legal, ethical and moral issues involved in the use of computers and Internet and demonstrate personal responsibility	BBA 2	PR

### Major Course Requirements

#### Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) Assignments	20%	120 Points
2) Discussions	5%	30 Points
3) Research Project	10%	60 points
4) Quizzes	10%	60 Points
5) Exam 1	15%	90 Points
6) Exam 2	15%	90 Points
7) Final Exam*	25%	150 Points
<b>Total:</b>	<b>100%</b>	<b>600 Points</b>

\* Final examination is cumulative, covering materials covered during the semester including text and out-of-text materials such as supplements and handouts.

#### Grading Criteria and Conversion:

Grades	Points
A	90.0% – 100% = (540 – 600 Points)
B	80.0% – 89.9% = (480 – 539 Points)
C	70.0% – 79.9% = (420 – 479 Points)
D	60.0% – 69.9% = (360 – 419 Points)
F	< 60.0% (less than 360)

#### FN Grade:

If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams and performed below the grade level of a D, a grade of FN (failed-nonattendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

#### Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Assignments	These assignments are designed to reinforce concepts, information, and skills learned in class.
Research Project	Students conducts research on a given topic and prepare a report to demonstrate their critical thinking and written communication skills as well as to demonstrate personal responsibility.

## **Course Procedures or Additional Instructor Policies**

### **Class Attendance**

Prairie View A&M University requires regular class attendance. 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. Students who attend classes regularly and take part in the class discussions receive up to 10 (maximum) bonus points.

### **Canvas (eCourses)**

Students are expected to visit Canvas regularly for course materials such as PowerPoint slides, recorded lectures, and class announcements. Failing to learn how to use Canvas might result in missing class information. Students need to take the responsibility to obtain adequate proficiency using Canvas. Students should ask the instructor if they need help in navigating eCourses.

### **Submission of Assignments**

Students receive assignments during the course of the semester. The grade for each project assignment relies heavily on the student's ability to follow instructions and complete assignments on time. All assignments must be submitted in the prescribed format via Canvas. **Submissions via emails WILL NOT be accepted.** The deadline for submitting homework assignments is 11:59 PM on the due date. Late submission of homework assignments is allowed up to 24 hours after the deadline. **Assignments submitted within 24 hours after the due date/time is subject to a 25% penalty.** No submission is accepted later than 24 hours after the deadline. If a student cannot complete and submit an assignment owing to exceptional circumstances such as bereavement, serious illness, an accident, or other serious personal issues, a makeup assignment is given after the student submits appropriate documentation.

**The late submission policy does not apply to discussions, quizzes, exams and the research project. They must be turned in by the deadline, otherwise, a grade of 0 (zero) will be awarded.**

### **Discussion**

Discussions are assigned to assess students' knowledge of topics covered in the class. A missed discussion cannot be made up. In exceptional circumstances such as bereavement, serious illness, an accident or other serious personal issues, a makeup assignment is given once the absence has been excused. Student must submit appropriate documentation in such cases.

### **Quiz**

Quizzes are given to test the students' understanding of the topic(s) covered. Students are required to preview and review the text and class materials prior to the class. The purpose of a quiz is to ensure a student's full understanding of technical concepts from session to session. It is also a useful preparation for the exams. Quizzes cannot be made up. If a student misses a quiz owing to exceptional circumstances such as bereavement, serious illness, an accident, or other serious personal issues, a makeup quiz is given after the student submits appropriate documentation.

### **Exam**

All exams are closed-book and closed-notes. If an exam is missed due to emergencies/exceptional circumstances, it is the student's responsibility to (a) contact the instructor 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 instructor to take the exam within 2 (two) days of the date of the original exam. Otherwise, a missed exam is assigned a grade of 0 (zero).

**Quizzes and exams are administered using Proctorio. Instructions to set up Proctorio on your computer are available on the class webpage. Quizzes and exams open at 6:00 am and closes at 9:00 pm on the day it is given. You must plan to take the exam accordingly.**

### **Use of ChatGPT**

Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software. Using these tools without my permission puts your academic integrity at risk.

**Course Schedule \***

<b>Course Outline and Calendar*</b>	
<b>Week 1 (Jan 16 – 21): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Course Overview</b></li> <li>• <b>Introduction to Technology</b> <ul style="list-style-type: none"> <li>○ Digital Literacy</li> <li>○ Computer Components</li> <li>○ Hardware and Software</li> <li>○ Cloud Computing</li> <li>○ Ethics and Netiquette</li> </ul> </li> </ul>
Readings:	W: Slides posted on Canvas F:
Assignment (s):	M: W: F:
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<b>Week 2 (Jan 22 – 28): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Digital Safety and Security</b> <ul style="list-style-type: none"> <li>○ Digital Security Risks</li> <li>○ Cybercrime</li> <li>○ Malware</li> <li>○ Internet and Network Attacks</li> </ul> </li> </ul>
Readings:	M: Slides posted on Canvas W: F:
Assignment (s):	M: <b>Discussion 1 Due</b> W: F: <b>Quiz 1</b>
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<b>Week 3 (Jan 29- Feb 4): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Creating and Modifying a Flyer</b> <ul style="list-style-type: none"> <li>○ Preparing professional documents</li> </ul> </li> </ul>
Readings:	M: Word Module 1 W: F:
Assignment (s):	M: W: F:
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<b>Week 4 (Feb 5 - 11): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Creating a Research Paper</b> <ul style="list-style-type: none"> <li>○ Steps Involved in a Research</li> <li>○ Documentation Styles</li> <li>○ MLA Documentation Guidelines</li> <li>○ Proofreading</li> </ul> </li> </ul>
Readings:	M: Word Module 2 W: F:
Assignment (s):	M: W: F: <b>Quiz 2/Assignment 1 Due</b>
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<b>Week 5 (Feb 12 - 18): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Exam 1 – Feb 12</b></li> <li>• <b>Creating a Worksheet and a chart</b> <ul style="list-style-type: none"> <li>○ Understanding Requirements</li> <li>○ Planning Worksheet</li> <li>○ Formatting and Highlighting Information</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Using Functions and Formulas</li> <li>○ Using Charts</li> </ul>
Readings:	M: Excel Module 1 W: F:
Assignment (s):	M: W: F:
<b>Week 6 (Feb 19- 25): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Creating a Worksheet and a chart (Cont'd)</b></li> <li>• <b>Formulas, Functions, and Formatting</b> <ul style="list-style-type: none"> <li>○ Performing Calculations Using Functions &amp; Formulas</li> <li>○ Visualizing and Highlighting Data Using Conditional Formatting</li> <li>○ Using Advanced Excel Functions</li> </ul> </li> </ul>
Readings:	M: Excel Module 1 W: Excel Module 2 F:
Assignment (s):	M: W: F: <b>Discussion 2 Due</b>
<b>Week 7 (Feb 26 – Mar 3): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Formulas, Functions, and Formatting (Cont'd)</b></li> <li>• <b>Working with Large Worksheets, Charting, and What-if-Analysis</b> <ul style="list-style-type: none"> <li>○ Financial Projections Using What-if-Analysis</li> <li>○ Project – Creating a Six-Month Financial Workbook</li> </ul> </li> </ul>
Readings:	M: Excel Module 2 W: Excel Module 3 F:
Assignment (s):	M: W: F: <b>Quiz 3</b>
<b>Week 8 (Mar 4–10): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Working with Large Worksheets, Charting, and What-if-Analysis (Cont'd)</b></li> </ul>
Readings:	M: Excel Module 3 W: F:
Assignment (s):	M: W: F: <b>Quiz 4/Assignment 2 Due</b>
<b>Week 9 (Mar 11 - 17)</b>	<b>Spring Break</b>
<b>Week 10 (Mar 18 – Mar 24): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b><u>Exam 2 – March 18</u></b></li> <li>• <b>Databases and Database Objects: An Introduction</b> <ul style="list-style-type: none"> <li>○ File system and Databases</li> <li>○ Relational Databases</li> <li>○ Understanding Database Requirements</li> <li>○ Designing and Creating a Database in MS Access</li> </ul> </li> </ul>

Readings:	M: Access Module 1 W: F:
Assignment (s):	M: W: F:
<b>Week 11 (Mar 25 – Mar 31): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Databases and Database Objects: An Introduction (Cont'd)</b></li> <li>• <b>Querying a Database</b> <ul style="list-style-type: none"> <li>○ Designing Queries Using Criteria</li> <li>○ Combine Data from Multiple Tables Using Joins</li> <li>○ Deriving Values from Other Values</li> <li>○ Creating Forms and Reports Involving Multiple Tables</li> </ul> </li> </ul>
Readings:	M: Access Module 2 W: F:
Assignment (s):	M: <b>Quiz 5</b> W: F:
<b>Week 12 (Apr 1 – 7): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Querying a Database (Cont'd)</b> <ul style="list-style-type: none"> <li>○ Designing Queries Using Criteria</li> <li>○ Combine Data from Multiple Tables Using Joins</li> <li>○ Deriving Values from Other Values</li> <li>○ Creating Forms and Reports Involving Multiple Tables</li> </ul> </li> </ul>
Readings:	M: Access Module 2 W: F:
Assignment (s):	M: W: F: <b>Assignment 3 Due</b>
<b>Week 13 (Apr 8 -14): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Creating and Editing Presentations with Picture</b> <ul style="list-style-type: none"> <li>○ Guidelines for Creating an Effective Presentation</li> <li>○ Designing and Preparing a PowerPoint Presentation</li> </ul> </li> </ul>
Readings:	M: PowerPoint Module 1 W: F:
Assignment (s):	M: W: F: <b>Assignment 4 Due</b>
<b>Week 14 (Apr 15 – 21): Topic Description</b>	<ul style="list-style-type: none"> <li>• <b>Enhancing Presentations with Shapes and SmartArt</b> <ul style="list-style-type: none"> <li>○ Adding Visual Elements</li> <li>○ Drawing and Customizing Objects</li> <li>○ Using SmartArt</li> </ul> </li> <li>•</li> </ul>
Readings:	M: PowerPoint Module 2 W: F:

Assignment (s):	M: W: <b>Discussion 3 Due</b> F: <b>Quiz 6</b>
<b>Week 15 (Apr 22 – Apr 28): Topic Description</b>	• <b>Course Review/Last Class Day – April 26</b>
Readings:	M: W: F:
Assignment (s):	M: <b>Research Project Due – April 24</b> W: F:
<b>FINAL EXAM</b>	DATE/TIME ---To be published by the Registrar's Office ( <a href="http://www.pvamu.edu/registrar/">http://www.pvamu.edu/registrar/</a> )
* Changes are at the discretion of the instructor. You will be informed of these changes via your class webpage.	

## 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. [Library Website](#) Phone: 936-261-1500

### Academic Advising Services

Academic Advising Services offers students various 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 connect 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 on [advising website](#). 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 and virtually in online sessions. Other support services available for students include Supplemental Instruction, Study Breaks, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: [pvtutoring@pvamu.edu](mailto:pvtutoring@pvamu.edu); [University Tutoring Website](#)

### 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; [Writing Center Website](#), [Grammarly Registration](#)

### Panther Navigate

Panther Navigate is a proactive system of communication and collaboration between faculty, academic advisors, and students that is designed to support student success by promptly identifying issues and allowing for intervention. Panther Navigate helps students by providing a central location to schedule advising appointments,

view campus resources, and request assistance. Students who recognize that they have a problem that negatively affects their academic performance or ability to continue school may self-refer an academic early alert. To do so, students will log in to Canvas and click on Student Alerts on the left sidebar within a course. Students also have the option to download the Navigate Student app. Phone: 936-261-5902; [Panther Navigate Website](#)

### **Student Counseling Services**

The Student Counseling Services offer 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, 2<sup>nd</sup> floor; Phone: 936-261-3564; [Health & Counseling Center Website](#)

### **Office of Testing Services**

The Office of Testing Services serves to facilitate and protect the administration of educational and professional exams to aid students, faculty, staff, and the community in their academic and career goals. We provide proctoring services for individuals who need to take exams for distance or correspondence courses for another institution, exams for independent study courses, or make-up exams. In order for a proctored exam to be administered by our office, the instructor of the course must first submit the online PVAMU Testing Services – Test Proctoring Form (this form can only be completed by the instructor) to the Office of Testing Services 72 hours prior to the first exam being administered. Once the Test Proctoring Form has been submitted, the instructor will inform their testers so they can then register for an appointment with our office on one of the selected proctored exam test dates within the testing window for the exam and pay the applicable fees. To access the OTS – Test Proctoring Form, to schedule a proctored exam appointment, or to find more information about our proctoring services, please visit the [OTS – Proctoring Service website](#). Location: Wilhelmina Delco, 3<sup>rd</sup> Floor, Rm. 305; Phone: 936-261-3627; Email: [aetesting@pvamu.edu](mailto:aetesting@pvamu.edu); [Testing Website](#)

### **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; [Disability Services Website](#)

### **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 classes in the traditional manner. CIITS supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit [CIITS Student Website](#). Phone: 936-261-3283 or email: [ciits@pvamu.edu](mailto:ciits@pvamu.edu).

### **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; [Veteran Affairs Website](#)

### **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; [Student Engagement Website](#)

### **Center for Careers & Professional Development**



This center supports students through professional development, career readiness, and placement and employment assistance. The center 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 center website for information regarding services provided. Location: Anderson Hall, 2<sup>nd</sup> floor; Phone: 936-261-3570; [Center for Careers & Professional Development Website](#)

## 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.

### PVAMU's General Statement on the Use of Generative Artificial Intelligence Tools in the Classroom

Generative Artificial Intelligence (GAI), specifically foundational models that can create writing, computer code, and/or images using minimal human prompting, are increasingly becoming pervasive. Even though ChatGPT is one of the most well-known GAIs currently available, this statement includes any and all past, current, and future generations of GAI software. Prairie View A&M University expects that all work produced for a grade in any course, be it face-to-face or virtual, will be the sole product of a student's endeavors to meet those academic goals. However, should an instructor permit their students to use artificial intelligence as a resource or tool, students must not substitute the substance of their original work with the results of using such GAI tools. This clearly violates the [University's Administrative Guidelines on Academic Integrity](#) and its underlying academic values.

### 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 ability 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](mailto: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, Dr. Zakiya Brown, at 936-261-2144 or [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). More information can be found at [Title XI Website](#), including confidential resources available on campus.

### **Protections and Accommodations for Pregnant and Parenting Students**

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex, sexual orientation, and gender identity in education programs or activities that receive federal financial assistance. This protection includes those who may be pregnant and parenting. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Students seeking accommodations related to pregnancy or parenting should contact the Office of Title IX for information, resources, and support at [titleixteam@pvamu.edu](mailto:titleixteam@pvamu.edu). Additional information and/or support may be provided by the Office of Disability Services or the Office of the Dean of Students.

### **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.

### **Makeup Work for Legitimate Absences**

Prairie View A&M University recognizes that there are a variety of legitimate circumstances in which students will miss coursework and that accommodations for makeup work will be made. If a student's absence is **excused**, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work contributing to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students are encouraged to work with instructors to complete makeup work before known scheduled absences (University-sponsored events, administrative proceedings, etc.). Students are responsible for planning their schedules to avoid excessive conflicts with course requirements.

### **Absence Verification Process**

All non-athletic absences (e.g., Medical, Death/Funeral, Court/Legal-related, etc.) for which a student seeks to obtain a valid excuse must be submitted to the Dean of Students/Office of Student Conduct, with supporting documentation, for review and verification. Please use the [Online Reporting Forms](#) to access/complete/submit the

Request for a *University Excused Absence* form for an excuse. Upon receipt, a staff member will verify the documentation and provide an official university excuse, if applicable. The student is responsible for providing the official university excuse issued by the Office for Student Conduct to the professor(s). Questions should be directed to the Dean of Students via email: [deanofstudents@pvamu.edu](mailto:deanofstudents@pvamu.edu) or phone: (936) 261-3550 or Office for Student Conduct via email: [studentconduct@pvamu.edu](mailto:studentconduct@pvamu.edu) or phone: (936) 261-3524.

### **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 Catalina\*
- Smartphone or iPad/Tablet with Wi-Fi\*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 1024x768 color
- Speakers (Internal or external)
- 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

\* Some courses may require remote proctoring. At this time only Chromebooks, laptops, and desktops running Windows or Mac work with our proctoring solution, but iPads are not compatible. Most other applications will work with Android or Apple tablets and smartphones.

#### **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 (Zoom)

#### **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 [Password Reset Tool](#) 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**

In accordance with the latest guidelines from the PVAMU Health Services, the following measures are in effect until further notice.

- Students who are ill will be asked to adhere to best practices in public health, such as masking, handwashing, and social distancing, to help reduce the spread of illness across campus.
- Mandatory self-reporting will no longer be required by students. Students will be responsible for communicating with their professors regarding COVID, similarly to any other illness.
- There will be no mandatory isolation. Students who are too ill to engage in classroom activities will be responsible for securing the appropriate documentation to support the absence.
- Students who self-isolate will be responsible for communicating with their professors and securing an excuse from Student Conduct.
- All students will have access to [TimelyCare](#), a telehealth platform that provides virtual medical care 24/7 and by appointment in the Student Health Clinic. Students are encouraged to enroll with TimelyCare at the beginning of the semester, at [timelycare.com/pvamu](https://timelycare.com/pvamu).
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.

## **Prairie View A&M University College of Business**

### ***Vision***

The Prairie View A&M University College of Business envisions becoming a nationally recognized business program known for its transformative impact on students through an education that empowers them to reach their full potential.

### ***Mission***

The Prairie View A&M University College of Business transforms students from diverse academic and socioeconomic backgrounds into ethical business professionals and leaders who are entrepreneurial, productive, and prepared to succeed in the global economy. We achieve this through our strong commitment to high-quality teaching, relevant and impactful research, and outreach to the community.