



SYLLABUS

MISY 1305 – BUSINESS COMPUTER APPLICATIONS Spring 2024

Course Information

Instructor: Dr. Keshia Nall
Section # and CRN: 23976 – Z02
Office Location: Virtual (available via phone and/or Zoom or by appointment)
Office Phone: 281-389-2783 (mobile)
Email Address: lanall@pvamu.edu
Office Hours: Tues: 4:00 PM – 5:00 PM
Thurs: 4:00 PM – 5:00 PM
Fri: 1:30 PM – 2:30 PM

Description

All times in this Syllabus are Central.

Mode of Instruction: Online

Course Location: eCourses: <http://ecourses.pvamu.edu>

Class Days & Times: 23976 – Z02 is fully online, asynchronous. There is no set class time. The instructor provides recorded demonstrations (showing how to use the MS Office applications covered in this course). The instructor posts the recorded lectures/demonstrations in eCourses/Canvas. Students are strongly encouraged to watch the recorded lectures/demonstrations.

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.

Required Text(s): Shelly Cashman Series *Microsoft Office 365 Office 2016 Introductory*, Cengage Learning, 2018, ISBN-13: 978-1-305-87001-7, ISBN-10: 1-305-87001-8

Required Materials: **Access to Windows 10 and MS Office Suite**, 1 flash drive, Dropbox account, One Drive, Google Drive, or some other cloud storage account to save your work. **You are responsible for ensuring that you can access and complete assignments, discussions, exams, and other course activities in eCourses and can access and use the MS Office Suite to complete assignments and meet all requirements.**

Note: The instructor reserves the right to update this syllabus as needed during the semester and will communicate changes in class, and/or online. Make sure that you check your student email and eCourses on a regular basis (at least three times a week) and it is always a good idea to stay current with the class.

Course Learning Objectives:

	Upon successful completion of this course, students will be able to:	Student Learning Outcome # Alignment	Core Curriculum Objective Alignment
1	Communicate with others using multimedia tools such as Windows 10, Microsoft (MS) Word, PowerPoint, and Excel.	BBA 4	COM
2	Collaborate with classmates using Windows 10, MS Office Suite, and other collaborative tools. Discuss topics related to communication, technology, social responsibility, and global awareness.	BBA 4	COM, TW
3	Create a research paper in MS Word using MLA documentation guidelines. Incorporate knowledge of global communications and/or technologies used in business internationally.	BBA 4	COM
4	Transform data into information and present the information using MS Office features such as Word, PowerPoint, Excel, and Access.	BBA 1	CT, EQS
5	Demonstrate personal and social responsibility when using computer and Internet resources.	BBA 2	PR

Note: This course contributes to the Global Awareness and Social Responsibility goals of the B-GLOBAL Program.

Major Course Requirements:

Course Grade Requirement	Value	Total Points
Assignments (All assignments are submitted into eCourses)	5 Assignments worth 60 points each	300
1. MS Word MLA Research Paper	60	
2. MS PowerPoint Presentation Assignment	60	
3. MS Excel Worksheet Assignment	60	
4. MS Access Database Assignment	60	
5. MS Outlook Email Assignment	60	
Threaded Discussions/Class Participation (Posted in eCourses)		200
Threaded discussions require responding to a question or request posted by the instructor in the Discussions section of eCourses and responding to at least one other class participant.	10 Discussions at 20 points each	
Exams (Exams are taken in eCourses on the designated date posted in eCourses and in this syllabus)	3 Exams at 100 points each	300
Exam 1 Windows Concepts/Word	100 points - 20 questions @ 5 points each question	
Exam 2 - PowerPoint/Excel	100 points - 20 questions @ 5 points each question	
*Final Exam – All covered topics	100 points - 20 questions @ 5 points each question	
Total:		800
*Final examination will be cumulative, covering materials covered during the semester including text and out-of-text materials such as supplements and handouts.		

Method of Determining Final Course Grade:

**Grading Scale	
Grades	Avg %
A	90.0% – 100%
B	80.0% – 89.9%
C	70.0% – 79.9%
D	60.0% – 69.9%
F	< 60.0%

****Grades are based solely on performance in the categories listed under Major Course Requirements above, and no other factors (graduation, financial aid/scholarship, etc.) are considered. All exams, including the final, are mandatory. No credit for any extra work is allowed (unless otherwise indicated by the instructor) and the grade is not curved or rounded up.**

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, non-attendance) 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.

Description of Major Assignments: (Detailed descriptions of assignments will be posted in eCourses.)

Assignment Title	High-Level Description
Assignment 1	MS Word MLA Research Paper
Assignment 2	MS PowerPoint Presentation Assignment
Assignment 3	MS Excel Worksheet Assignment
Assignment 4	MS Access Database Assignment
Assignment 5	MS Outlook Email Assignment

Course Procedures or Additional Instructor Policies

Zoom

The instructor is available via Zoom for office hours. Check the Modules section in eCourses and your email regularly.

eCourses

Students are expected to use eCourses/Canvas regularly to access course materials, such as PowerPoint slides, class lecture notes, assignments, threaded discussions, and class announcements. Failing to learn how to use eCourses may result in missing class information. Students need to take the responsibility to obtain adequate proficiency using eCourses.

Threaded Discussions

Ten threaded discussions will be posted in eCourses for students to post responses to various course topics and respond to their peers. Students will need to reply to the instructor’s post with the requested information and at least one other student, providing constructive feedback. Threaded discussion details, including due dates and requirements, are posted in eCourses. The participation grade for the course will be based, in part, on student participation in threaded discussions.

Submission of Assignments

Students receive five assignments during the semester. Assignment details and requirements are posted in eCourses. The grade for each assignment relies heavily on the student's ability to follow instructions and complete assignments on time.

All assignments must be submitted in eCourses unless instructed otherwise. The deadline for submitting an assignment is 11:59 PM on the due date indicated in the syllabus and in eCourses. Late submissions can still be submitted via eCourses up to 48 hours after the deadline. Assignments submitted within 48 hours after the due date/time are subject to a 25% penalty. No submission is accepted later than 48 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 may be given after the student submits appropriate documentation.

Exams

All exams (there are three exams including the final) are multiple-choice, closed book and are taken in eCourses. We will take exams in eCourses, online. 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 or telephone, (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). For those with a University approved absence from an exam, it is the student's responsibility to notify the instructor prior to the exam for the student to be eligible for a make-up exam. Along with the written excuse, arrangements to take the make-up exam need to be made by the student within two (2) days of return. Otherwise, a missed exam is assigned a grade of 0 (zero).

The first two exams will cover specific course topics, as noted in this syllabus. The final exam will include questions related to all topics covered during the semester.

Helpful Contacts:

You may use the following contact information for issues accessing and using eCourses, other technical issues or if you need to contact the library, bookstore or writing center.

- **eCourses Access Issues:** Call the **Helpdesk at 936-261-2525** for technical issues with accessing eCourses. The Helpdesk is available 24 hours a day/7 days a week.
- **Helpdesk Website:** <https://www.pvamu.edu/its/support-services/helpdesk/> (External site.)
- **Password Issues:** Students should go to <https://mypassword.pvamu.edu/> (external site) if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist.
- **Other eCourse Issues:** For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283.
- **eCourses Link:** <http://ecourses.pvamu.edu> (External site.)
- **eCourses Navigation:** <https://www.pvamu.edu/dlearning/ecourses-navigation-tips/> (External site.)
- **eCourses Frequently Asked Questions (FAQs):** https://ecourses.pvamu.edu/pluginfile.php/1679315/mod_resource/content/3/FAQ_Distance_Ed.pdf
- **John B. Coleman Library:** <https://www.pvamu.edu/library> (External site.) Phone: 936-261-1500
- **PVAMU Bookstore:** <http://www.bkstr.com/efollettstore> (External site.) Phone: 936-261-3724
- **PVAMU Writing Center:** <http://www.pvamu.edu/pages/4399.asp> (External site.) Phone: 936-261-3724

Additional Resources:

- Additional Cengage resources, which may supplement your textbook, are available at: www.cengagebrain.com (External site.)
- Tutorials for accessing eCourses are available in the [Accessing eCourses section in eCourses.](#) (External site.)
- Once you are in eCourses, see the Helpful Documents section for assistance with messaging, submitting assignments and other questions.

Course Calendar

- Each week, the instructor posts recorded Zoom sessions demonstrating Windows 10 and/or MS Office-related topics. The topics for each week are listed below in the course calendar.
- An instructional presentation covering each class topic will also be posted to eCourses weekly. Other resources such as YouTube videos may be posted so be sure to **check the Module for each class week in eCourses**.
- All threaded discussions, assignments and exams will be posted in eCourses. **Submit all classwork into eCourses**.
- Unless otherwise indicated in this syllabus, threaded discussions are due by 11:59 pm on Friday of each week indicated in the course calendar below unless otherwise indicated in eCourses or the syllabus. Optional threaded discussions will not be graded.
- Due Dates are shown below for major assignments and exams. All assignments are due by 11:59 pm on the due date indicated in the calendar below. As previously stated, all times in this syllabus are Central.
- Exceptions are noted in **red** in the following course calendar:

Class Week	Class Topic	Class Media
Week One Week of January 15 th	Course Overview/Introduction to Technology	Textbook, Class Lecture, eCourses
Textbook Readings:	<ul style="list-style-type: none"> • MS Office 2016 and Windows 10 (first module of textbook) 	<ul style="list-style-type: none"> • Textbook
Instruction:	<ul style="list-style-type: none"> • Instructor will walk through the syllabus. • Instructor will demonstrate course navigation 	<ul style="list-style-type: none"> • Class Lecture • PowerPoint Presentation Posted in eCourses
Threaded Discussions: 1/19/2024 Note: For Week One only, the first two threaded discussions are required, the third is optional.	Submit the posted threaded discussions by Friday, 1/19/2024: <ul style="list-style-type: none"> • Students will post their introductions in eCourses Discussions section. • Students will post what they hope to gain from this course in eCourses Discussion section. • Optional – Students may post questions about course navigation and/or questions about the syllabus in eCourses Discussion section 	<ul style="list-style-type: none"> • eCourses for threaded discussions
Week Two Week of January 22 nd	Introduction to Technology – Cont'd	Textbook, Class Lecture, eCourses
Textbook Readings:	<ul style="list-style-type: none"> • Finish Reading MS Office 2016 and Windows 10 Module (first module of textbook) 	<ul style="list-style-type: none"> • Textbook
Instruction:	<ul style="list-style-type: none"> • Instructor will present basic Windows navigation, features, and applications 	<ul style="list-style-type: none"> • Class Lecture • PowerPoint Presentation Posted in eCourses
Threaded Discussion 3 Due: 1/26/2024	Submit the posted threaded discussion by Friday, 1/26/2024: <ul style="list-style-type: none"> • Windows 10 Threaded Discussion in eCourses 	<ul style="list-style-type: none"> • eCourses for threaded discussions
Week Three Week of January 29 th	MS Word – Module 1	Textbook, eCourses
Textbook Readings:	<ul style="list-style-type: none"> • MS Word Module 1 	<ul style="list-style-type: none"> • Textbook
Instruction:	<ul style="list-style-type: none"> • Instructor will present MS Word features covered in Module 1 of the textbook. 	<ul style="list-style-type: none"> • Class Lecture • PowerPoint Presentation Posted in eCourses
Threaded Discussion 4 Due: 2/2/2024	Submit the posted threaded discussion by Friday, 2/2/2024: <ul style="list-style-type: none"> • MS Word Threaded Discussion posted in eCourses (MS Word Flyer) 	<ul style="list-style-type: none"> • eCourses for threaded discussion

Week Four Week of February 5 th	MS Word – Module 2	Textbook, Class Lecture, eCourses
Textbook Readings:	<ul style="list-style-type: none"> MS Word Module 2 	<ul style="list-style-type: none"> Textbook
Instruction:	<ul style="list-style-type: none"> Instructor will present MS Word features covered in Module 2 of the textbook 	<ul style="list-style-type: none"> Class Lecture PowerPoint Presentation Posted in eCourses
Assignment: Word Assignment 1 Due in eCourses: 2/13/2024	<ul style="list-style-type: none"> Assignment 1: MS Word Global Awareness Research Paper (How can your anticipated business, work, or volunteerism make a global impact through the use of technology and/or communication tools?) - Details Will Be Posted in eCourses. Assignment 1 Due in eCourses: 2/13/2024 	<ul style="list-style-type: none"> eCourses for assignment
Week Five Week of February 12 th	MS Word – Module 3	Textbook, Class Lecture, eCourses
Textbook Readings:	<ul style="list-style-type: none"> MS Word Module 3 	<ul style="list-style-type: none"> Textbook
Instruction:	<ul style="list-style-type: none"> Instructor demonstrates concepts from MS Word Module 3 	<ul style="list-style-type: none"> Class Lecture PowerPoint Presentation Posted in eCourses
Assignment 1: Due 2/13/2024	<ul style="list-style-type: none"> Students complete Assignment 1 Research Paper and submit into eCourses by 2/13/2024 	<ul style="list-style-type: none"> eCourses for assignment
Week Six Week of February 19 th	Review for Exam 1 – Windows 10 and MS Word	Textbook, Class Lecture, eCourses
Textbook Readings:	<ul style="list-style-type: none"> Review previously assigned Windows and MS Word chapters 	<ul style="list-style-type: none"> Textbook
Instruction:	<ul style="list-style-type: none"> Instructor review Windows 10 and MS Word concepts for Exam 1 	<ul style="list-style-type: none"> Class Lecture PowerPoint Presentation Posted In eCourses
Exam 1: 2/22/2024	Students will take Exam 1 – Windows Concepts/MS Word (Textbook Modules 1 & 2) on 2/22/2024 in eCourses.	<ul style="list-style-type: none"> eCourses
Week Seven Week of February 26 th	MS PowerPoint – Module 1	Textbook, Class Lecture, eCourses
Textbook Readings:	<ul style="list-style-type: none"> PowerPoint – Module 1 	<ul style="list-style-type: none"> Textbook
Instruction:	<ul style="list-style-type: none"> Instructor will present MS PowerPoint features covered in PowerPoint Module 1 of the textbook 	<ul style="list-style-type: none"> Class Lecture PowerPoint Presentation Posted in eCourses
Threaded Discussion 5 Due: 3/1/2024	Submit the posted threaded discussion by Friday, 3/1/2024: <ul style="list-style-type: none"> Students participate in PowerPoint Threaded Discussion posted in eCourses 	<ul style="list-style-type: none"> eCourses for threaded discussion
Week Eight Week of March 4 th	MS PowerPoint – Module 2	Textbook, Class Lecture, eCourses
Textbook Readings:	<ul style="list-style-type: none"> PowerPoint – Module 2 	<ul style="list-style-type: none"> Textbook
Instruction:	<ul style="list-style-type: none"> Instructor will present MS PowerPoint features covered in PowerPoint Module 2 of the textbook 	<ul style="list-style-type: none"> Class Lecture PowerPoint Presentation Posted in eCourses

Assignment: PowerPoint Assignment 2 Due: 3/19/2024	<ul style="list-style-type: none"> • Students work on Assignment 2: Social Responsibility/Global Citizen PowerPoint Presentation - Details Will Be Posted in eCourses. 	<ul style="list-style-type: none"> • eCourses for assignment
Week Nine Week of March 11 th	No Class will be held this week.	
Textbook Readings:	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
Instruction:	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
Assignment 2: 3/19/2024	<ul style="list-style-type: none"> • Students complete Assignment 2 and submit into eCourses by 3/19/2024. 	<ul style="list-style-type: none"> • eCourses to submit assignment
Week 10 Week of March 18 th	MS Excel – Module 1	Textbook, Class Lecture, eCourses
Textbook Readings:	<ul style="list-style-type: none"> • MS Excel – Module 1 	<ul style="list-style-type: none"> • Textbook
Instruction:	<ul style="list-style-type: none"> • Instructor will present MS Excel features covered in Excel Module 1 of the textbook 	<ul style="list-style-type: none"> • Class Lecture • PowerPoint Presentation Posted in eCourses
Threaded Discussion 6 Due: 3/22/2024 Assignment: Excel Assignment 3 Due: 3/26/2024	<p>Submit the posted threaded discussion by Friday, 3/22/2024:</p> <ul style="list-style-type: none"> • Students will complete and submit MS Excel Threaded Discussion in eCourses. • Students will work on Assignment 3 - Monthly Budget: Details Will Be Posted in eCourses 	<ul style="list-style-type: none"> • eCourses for threaded discussion and assignment
Assignment 2: 3/19/2024	Students complete Assignment 2 and submit into eCourses by 3/19/2024.	<ul style="list-style-type: none"> • eCourses to submit assignment
Week 11 Week of March 25 th	Review MS PowerPoint and MS Excel Concepts	Textbook, Class Lecture, eCourses
Textbook Readings:	<ul style="list-style-type: none"> • Review previously assigned MS PowerPoint and Excel chapters 	<ul style="list-style-type: none"> • Textbook
Instruction:	<ul style="list-style-type: none"> • Instructor will review MS PowerPoint and MS Excel Concepts 	<ul style="list-style-type: none"> • Class Lecture
Assignment 3: 3/26/2024 Exam 2: 3/28/2024	<ul style="list-style-type: none"> • Assignment 3: Excel Monthly Budget • Students will complete Assignment 3 and submit into eCourses by 3/26/2024. • Students will complete Exam 2 – MS PowerPoint and Excel on 3/28/2024 in eCourses. 	<ul style="list-style-type: none"> • eCourses
Week 12 April 1 st	MS Access – Module 1	<ul style="list-style-type: none"> • Textbook, Class Lecture, eCourses
Instruction:	Instructor will present MS Access features covered in Access Module 1 of the textbook	<ul style="list-style-type: none"> • Lecture - PowerPoint Presentation Posted in eCourses
Textbook Readings:	MS Access – Module 1	<ul style="list-style-type: none"> • Textbook
Threaded Discussion 7 Due: 4/5/2024 Assignment: Access Database Assignment 4 Due: 4/9/2024	<p>Submit the posted threaded discussion by Friday, 4/5/2024.</p> <ul style="list-style-type: none"> • Students participate in MS Access Threaded Discussion in eCourses. • Students work on Assignment 4 – MS Access Database: Details Will Be Posted in eCourses. 	<ul style="list-style-type: none"> • eCourses for threaded discussion and assignment

Week 13 Week of April 8 th	MS Outlook – Module 1	Textbook, Class Lecture, eCourses
Instruction:	<ul style="list-style-type: none"> Instructor will present MS Outlook features covered in Outlook Module 1 of the textbook 	<ul style="list-style-type: none"> Class Lecture PowerPoint Presentation Posted in eCourses
Textbook Readings:	<ul style="list-style-type: none"> MS Outlook – Module 1 	<ul style="list-style-type: none"> Textbook
Threaded Discussion 8 Due: 4/12/2024 Assignment: Outlook Assignment 5 Due: 4/16/2024	<ul style="list-style-type: none"> Submit the posted threaded discussion by Friday, 4/12/2024: Students will participate in MS Outlook Threaded Discussion in eCourses. Students will work on Assignment 5 - Outlook Email Assignment: Details Will Be Posted in eCourses. 	<ul style="list-style-type: none"> eCourses for threaded discussion and assignment
Employee or Customer Database Assignment 4 Due: 4/9/2024	<ul style="list-style-type: none"> Submit Assignment 4 into eCourses by 4/9/2024. 	<ul style="list-style-type: none"> eCourses to submit assignment
Week 14 Week of April 15 th	Start Reviewing for Final Exam Instructor will provide a pre-recorded review for the final exam in eCourses.	Textbook, eCourses, Class Lecture
Textbook Readings:	<ul style="list-style-type: none"> Review previously assigned Windows 10 and MS Word chapters 	<ul style="list-style-type: none"> Textbook
Assignment 5 Due: 4/16/2024 Threaded Discussion 9 Due: 4/19/2024	<ul style="list-style-type: none"> Students will submit Assignment 5 into eCourses by 4/16/2024. Submit the posted threaded discussion by Friday, 4/19/2024: Students participate in threaded discussion posted in eCourses. 	<ul style="list-style-type: none"> eCourses for threaded discussion
Week 15 Week of April 22 nd	Finish Reviewing for Final Exam	Textbook, eCourses
Textbook Readings:	<ul style="list-style-type: none"> Review previously assigned MS PowerPoint and Excel chapters. Review Access (Module 1) and Outlook (Module 1) previously assigned chapters 	<ul style="list-style-type: none"> Textbook
Instruction:	<ul style="list-style-type: none"> Instructor will continue reviewing for the final 	<ul style="list-style-type: none"> Class Lecture
Threaded Discussion 10 Due: 4/26/2024	<ul style="list-style-type: none"> Submit the posted threaded discussion by Friday, 4/26/2024 (last day of class): Students participate in threaded discussion posted in eCourses. 	<ul style="list-style-type: none"> eCourses for threaded discussion
FINAL EXAM	AS PER UNIVERSITY EXAM SCHEDULE	
*Changes to this schedule are at the discretion of the instructor. Students are informed of these changes via email and/or the changes are posted on the class page (eCourses).		

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 contribute to student success and lead toward 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 within Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major on the [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; [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 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; [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, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: 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.

Veteran Affairs

Veteran 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, 2nd 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) 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. 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. 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 or phone: (936) 261-3550 or Office for Student Conduct via email: 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, 1024 x 768, 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.
- Students will have access to COVID testing in the Student Health Clinic by appointment. Testing is for students who are symptomatic ONLY.