



Course Syllabus

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information

POFI 1301 - Computer Applications I

Type of Course/Delivery Mode/Testing Requirements

100% internet Lecture 3 hrs/wk online, Lab 1 hr/wk via lesson assignments

Professor Contact Information

Mrs. Michelle Flores

floresm@grayson.edu

Office hours: Contact via email for appointment

Email or messaging through the Canvas course is the preferred method of contact. Emails will be checked after 4:00 p.m. Monday-Friday. Weekends may take longer.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

No prior computer experience is required

Course Description – POFI 1301 Computer Applications I. (3-1-3). *This course is an overview of computer applications including current terminology and technology. Students will learn the important topics of computer concepts, Microsoft Windows, and software applications.*

Student Learning Outcomes

1. *Understand computer basics.*
 - a. *Working with and saving files, connecting to the internet, writing and printing documents, making presentations, spreadsheets, working with graphics, buying a PC and upgrading a PC.*
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Required Textbooks (ISBN # included) and Materials

Technology Now: Your Companion to SAM Computer Concepts, 2nd Edition

Corinne Hoisington

ISBN – 13: 978-1-305-67011-2

This course uses free Open Educational Resources so there is no textbook cost

Required Course Materials

1 USB (Flash) Drive (any brand or size)

Cengage Unlimited – This course uses **Cengage Unlimited**...you choose the subscription length: 4, 12, or 24 months.

Getting registered with Cengage Unlimited

To access your course materials and explore Cengage Unlimited, log in to **Canvas** and navigate to **Modules ... click Chapter 1 Reading Assignment**. When prompted, create or log in with your Cengage account and follow the prompts to complete the registration process.

For step-by-step help getting registered, head to cengage.com/start-strong and check out the training video and instructions. Just select that you're using **MindTap in Canvas**.

Once you have purchased your Cengage Unlimited Subscription, you can choose to rent a hard copy of the textbook for \$7.99 (free shipping). In order to do that you will need the following information:

Textbook: *Technology Now: Your Companion to SAM Computer Concepts, 2nd Edition* by Corinne Hoisington

The standalone textbook ISBN is 13: 978-1-305-67011-2. Please read the following information about Cengage Unlimited.

- Go to Modules, click on course name, and load the course. This takes you to SAM/MindTap.
- Locate your name in the upper right corner and click on down arrow.
- Click on "My Home." Note: You should see a picture of your textbook.
- Click on "Print Options" and here are options to rent or purchase.

Note: There is a link to e-Book in the Canvas Module. This can save you a lot of money.

Suggested Course Material: Broadband Internet access recommended.

Methods of Evaluation

Assignments will be posted and turned in through Canvas. Grades will be posted in Canvas.

Grading

Grades will be posted in Canvas. Grades will be determined as follows:

A	1540	1386
B	1385	1232
C	1231	980
D	979	924
F	Below	923

Evaluation: (40% of Total Grade)

Chapter tests will be given. All tests will only be available on the day assigned. ***There will not be “make up” tests.*** If you miss a test – your grade is a zero for that test. The final exam will not be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended.

Assignments: (60% of Total Grade) Each of these assignments have a due date assigned ***NO LATE WORK WILL BE ACCEPTED.*** Assignments are turned in through Canvas.

Methods of Instruction

Demonstrations of Software

1. Communication with students will be primarily through the course site in GCC Canvas. Frequent announcements, responses to email, as well as feedback on homework assignments will be provided regularly.
2. Students are expected to have a basic understanding of personal computers, internet browsing, desktop application such as Microsoft Word, and file management (uploading, downloading, or sending files)
3. Computer Hardware and Software: Generally, personal computers purchased in the last three (3) years should be adequate to access GC Canvas. Software requirements include Microsoft Internet Explorer 7.x or higher (www.microsoft.com), the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows XP or higher or Apple MAC OS X or higher), and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional

technology should contact the GC Help Desk. For more information, visit <http://www.grayson.edu> and select the Help Desk link.

4. Procedures for submitting work in the event of technical breakdowns: Please do not wait until the last minute to submit assignments! Allow enough time before the due date and time to submit your assignments. Should there be a technical problem, immediately notify the instructor via external email or by telephone. Arrangements, if permitted will be discussed at that time.

Course & Instructor Policies

Tests

A test may be made up ONLY if missed due to an emergency (e.g. serious illness of the student or student's immediate family requiring a doctor's care or death in the student's family). A student missing a test must get in touch with the instructor immediately and must provide the instructor with documentation explaining the reason for the absence. Failure to contact the instructor immediately may result in a grade of zero for the missed test. Only one test may be made up during the semester.

Assignments

A due date is given for all assignments. Students are responsible for turning in assignments on that date.

Class Behavior

Come to class prepared and on time. Strive to become excellent by setting high standards, paying attention to details, performing well and displaying a high level of concentration even when assigned an unpleasant task.

Demonstrate understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings. Exhibit ethical behavior by doing your own work.

Class Attendance

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Attendance for this class is determined by completed academic assignments. Academic assignments are defined as lessons completed in the keyboardingonline.com site. Students taking courses during compressed semester time frames such as mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student.

In accordance with the College's Developmental Education Plan, students withdrawn from their only developmental course may be withdrawn from all academic courses. In addition, students' eligibility to receive financial aid or live in a college dormitory can be affected by withdrawal from courses. When administrative withdrawal occurs, any tuition refund would be made in accordance with state regulations.

*Students who discontinue attending classes and fail to drop or withdraw will receive grades of "F". More than two absences are considered to be excessive. For **on campus** courses, students can receive two "free absences" per semester. Additional absences will reduce the student's grade by 50 points.*

Student Conduct & Discipline

The instructor in this class has supreme authority. The due times for assignments for this class may vary, do not assume that the due times are the same for all assignments. Tardiness will not be tolerated; you must have your work completed on time. This class adheres to the conduct & discipline policies located in the Student Handbook.

If this class is a hybrid, local online or distance education course, you will need the following information.

- 1. Communication with teacher will be through Canvas.*
 - 2. Online students must log on weekly.*
 - 3. Instructor will check daily on the progress of each student*
 - 4. The same rules of conduct apply to online classes*
 - 5. Students must have a basic understanding of computer to use an online class.*
 - 6. Open labs are available across campus.*
 - 7. Contact instructor in the event of technical breakdowns*
 - 8. Academic honesty will be enforced the same across the curriculum*
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Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Any student who commits an act of scholastic dishonesty is subject to discipline.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in the semester's schedule of classes. Administrative procedures must be followed. It is the student's responsibility to handle student initiated withdrawal requirements from any class. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled (see GC College Catalog for details).

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room SC 115 in the Student Success Center.

The contact information for the Office of Disability Services is:

Jeffri Hodge

(903) 463-8751 (voice or TTY)

hodgej@grayson.edu

If you anticipate issues related to the format or requirements of this course, please discuss accommodations with the instructor of this course and then with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Financial Aid

Students receiving Title IV funds (Pell, Federal Grants, and Student Loans), who subsequently withdraw from classes, will be required to return a portion of the federal financial aid received. Only the percentage of aid earned (determined by the percentage of time attended) will be eligible for retention on the student's behalf. Any aid that is not earned must be returned to its source. If there is a student account balance resulting from these adjustments, the student is responsible for payment. Further details can be obtained from the Office of Financial Aid.

Drop Rule

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if (1) the student drops a course after census date or (2) the student is not dropping the course in order to withdraw from the institution. Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause before the drop. Students with questions should contact the Counseling Office or the Office of Admissions & Records for more information before dropping a course!

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation. For more information on Title IX, please contact:

- Dr. Molly M. Harris, Title IX Coordinator (903)463-8714
- Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
- Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

- GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus)
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911 Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)

GC Counseling Center: (903) 463-8730

For Any On-campus Emergencies: 911

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>

****Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.**

****These descriptions and timelines are subject to change at the discretion of the Professor. ****

Grayson College campus-wide student policies may be found at the following URL on the College website:

<https://www.grayson.edu/currentstudents/Academic%20Resources/index.html>