CISY 102-95v Computer Literacy CRN 24434
Spring 2018
Syllabus v0.0
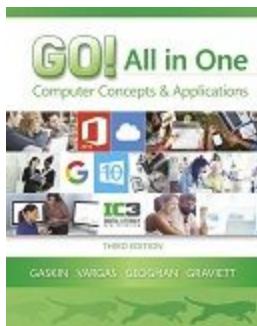
Section Info

Section 95v - CRN 24434 - *Online Section*

This Online Section of the course does not meet in a classroom. This section uses a Learning Management System (LMS) called WebStudy. See: http://rvcc.webstudy.com/

Versions

- Version 0.0 - 1/21/2018 - First Draft

Book Information

GO! All in One: Computer Concepts and Applications, 3rd Edition, Gaskin, Graviett, Geoghan & Vargas, ISBN-13: 9780134505749

Picture of Cover:

Instructor

Name: Stephen T. Brower
Office: West Building W324
Work # (908) 526-1200 x8259
preferred email: stephen.brower@raritanval.edu
        [...for those who had Brower before the Spring 2015 semester, this is a NEW email...]

Instructor's Website

The Instructor's website has information on any changes to office hours (example: no office hours during spring break)

Website has a link to the class page for this course where you can get the Syllabus and Class Schedule in case Lion's Den and/or WebStudy is down...which rarely happens...

See: http://rvccmccs01.raritanval.edu/~sbrower/

Spring 2018 Office Hours (1/23 - 5/3)
- Tuesday 3:00 - 5:00   [excluding 3/13]
- Wednesday 1:00 - 2:30 [excluding 3/14]
- Thursday 5:00 - 6:30   [excluding 3/15]
- AND by appointment

Course Overview

Prerequisite/Corequisites: None. Recommend student has appropriate typing skills.
This introductory course focuses on how productivity software (word processing, spreadsheet, presentation, and database management) can be used efficiently and effectively to gather, analyze, organize, and present information. The social, ethical, and privacy related aspects of computing are deliberated. Students will also learn how to develop effective online research techniques and will develop the skills required to successfully purchase a personal computer. This course may not be used as a free elective in any Computer Science related program. (RVCC Catalog)]

Course Routine

The "traditional sections" of the course usually consist of 3 possible segments: Lecture, Lab Lecture, and Lab Time

As an online course, there is no lecture. But there are slides to look at for the "Concepts", and the Instructor has created some additional YouTube videos.

As on online course, you will work on the labs independently. If you get stuck instead of raising your hand you will send an email to the instructor.

You should be able to do all of the work from your computer at home if you have a PC Compatible computer.

If you have a MAC, you can do all of the work except Microsoft Access. Those Access exercises will require a Windows based computer with Access to complete the lab. You may need to go to campus for those labs.

If this class met in the classroom, we would do the step-by-step "A"and "B" exercises from the book in the classroom and they would be called "Labs". Then the other lettered exercises, which do not have detailed steps, would be for the "Projects" and you would work on those outside of class.

If this class met in the classroom, there would be homework assigned on the concepts chapters. For this online section the "End of chapter Quizzes" are in place of the homework.

Tuesdays

The approach that the course takes is that Tuesdays will be "due dates". Assignments can be submitted early but will not be graded until after the due date.

How you manage the time to work on the material is up to you. For example, in theory you could do all of the work for the following week on the preceding Saturday

A common mistake that students make is they assume for an online course they can wait until May 1st and then burn the midnight oil and do all of the assignments for the course. You could choose to do that but you will get a 0 on all of the assignments for the first 13 weeks of the course so that is not recommended.

Which Email to use and Email Response Time

If you have a question or you need an assignment "returned to you" in WebStudy, the preferred (fastest) way to contact the instructor is via his preferred email**:** stephen.brower@raritanval.edu

If you are just submitting a file that you omitted when submitting an assignment in WebStudy, then use the WebStudy email. This way all "work" resides in one place. [if Brower is abducted by aliens and another teacher takes over the class they only need to look in one system for the files]

The goal is to respond to email in less than 24 hours.

Occasionally there are known exceptions such as during the week of 3/12 (spring break) where a response may take a little longer. If the instructor knows ahead of time there will be a period of unavailability longer than 24 hours, that will be communicated to the class.

Grade Determinants

Item	Percent
Discussion Forums (Concepts)	10%
Concepts MidTerm Exam	10%
Concepts Final Exam	10%
Concepts End of Chapter Quizzes	10%
Labs	20%

Projects (Skills Review)	20%
Office Exams	20%

Grades

Grade % Range
A   89.5-100.0+
B+   86.5-89.4
B   79.5-86.4
C+   76.5-79.4
C   69.5 - 76.4
D   59.5 - 69.4
F   0 - 59.4

Discussion Forums (Concepts)

The Discussion Forums can be thought of as a "class participation" grade, but one that can be quantified. There will be about 10 discussions for the semester

Many of the topics ask for your opinion and there is no right or wrong answer, but the answer has to address the question. For example, if the question was "would you enter your credit card # on a web page?" and your answer was "I feel society has become too materialistic" that doesn't answer the question and that would be a 0. But if your response was "I wouldn't enter my credit card # *because I don't have a credit card* because I believe society is too materialistic" that does answer the question of 'entering the credit card #' and that would be a 80.

If I was a good online teacher, I would make the grade based not only on your post, but on your meaningful responses to at least three other postings. But, since I'm not a good online teacher **your grade will be based 80% on your post and 20% on your reading of the other students posts** (I can run a report to see how many postings you read).

The Discussion Forums are in WebStudy and are available from the Timeline.

See below for the Late Policy(-10 pts a day) and the Cheating Policy (don't cheat)

Concepts End of Chapter Quizzes

You can think of the Concepts End of Chapter quizzes as "Homework" based on the Concepts chapters. The End of Chapter Quizzes are ~15 questions (multiple choice and true/false) and they are self graded.

The Concepts End of Chapter Quizzes are set for 90 minutes which means you can treat them as open note/open book exams. It would be best to read and review the material in the chapter prior to taking the quiz.

See below for the Late Policy(-10 pts a day) and the Cheating Policy (don't cheat)

Labs

The Office based chapters of the book have step by step instructions for the "A" and "B" exercises. If the class met in the classroom the "A" and "B" exercises would be done in the classroom.

For the exercises that require starter files, they are attached to the assignment in WebStudy.

You will follow the detailed steps and create file(s), then you will attach the files you created to the assignment in WebStudy and submit to the instructor for grading.

A known problem with WebStudy, which other LMS don't have, is that once you submit you can't pull the submission back incase you forgot a file. If you forget to attach a file send the file to the instructor via WebStudy's email system.

You can submit the Labs early but they will not be graded until after the due date.

See below for the Late Policy(-10 pts a day) and the Cheating Policy (don't cheat)

Projects (Skills Review)

At the end of the Office based chapters are a series of exercises but without the detailed instructions that the "A" and "B" exercises have.

The idea is the Projects test your knowledge of how to use the different Office tools.

Most other teaches require that the Project files be submitted the same time as the Labs, but I do not do that. I have separate dates where the project files are submitted.

In theory when you finish an "A"/"B" lab, you could do the Project that corresponds to the same material. If you do the Project exercises when you do the Labs, then when the project is due you are already done.

For Example: On 2/6 after you complete "Lab" Word 12B you could do the first part of the Word Project, Word 12D. Then on 2/13 after you complete "Lab" Word 13A and 13B you could do the second and third parts of the Word Project, Word 13C and Word 13D. And finally, on 2/20 after you complete "Lab" Word 14A you could do the final part of the Word Project, Word 14C.

What many students due is wait until the night the Project is due to begin working on the Project and then find they don't have enough time to finish the Project by midnight and then say Brower sucks as a teacher. Which is true...a good teacher wouldn't set up students for failure. I'm not a good teacher.

Pretty please, with sugar on top, don't wait until the night the Word Project is due to bleeping start.

See below for the Late Policy(-10 pts a day) and the Cheating Policy (don't cheat)

Office Exams

Note the Class Schedule and WebStudy Timeline for the due dates for the exams (Word, Excel and PowerPoint).

The belief is that the exams will direct you to create a file by following a set of instructions and then you will submit the file via WebStudy.

Exams must be completed by their date due. The exams will be posted almost a week before they are due.

See below for the Late Policy(-10 pts a day) and the Cheating Policy (don't cheat)

Concepts Midterm Exam and Concepts Final Exam

The Concepts Midterm Exam and Concepts Final Exams will be a combination of multiple choice and true/false questions based on the topics in the concepts chapters. A review guide for each will list a set of topics that the exam will cover.

The exams will be completed in WebStudy and are like the format of the Concepts End of Chapter Quizzes, just longer (100 questions for the Midterm and 140 for the Final).

Exams must be completed by their date due. The exams will be posted almost a week before they are due.

See below for the Late Policy(-10 pts a day) and the Cheating Policy (don't cheat)

Cheating Policy

Don't cheat!

You must work alone on the Projects, Labs, Concepts Quizzes and Concepts Exams. Working with someone is considered cheating. Taking a file that someone else created is considered cheating. Having your neighbor work on your computer is considered cheating. Collaborating on logic is cheating. Cheating is not allowed.

Cheating is also not allowed on Exams.

All parties involved in cheating (including the one who shares) will be dealt with according to the school's policy on cheating. The penalty can range from 0 on the assignment to F for the course.

Late Policy

For those that had a class with Brower before the Spring 2015 semester take note: this is a different policy than in the past

When the instructor sits down to grade "Labs" and "Projects", whatever is there is considered on time. Meaning, although a "Lab" may be due on Monday, if the instructor grades it on Wednesday whatever is there is on time.

Assignments received after when the instructor grades the assignments for the class will be considered late and will be penalized 10 points per calendar day starting from the "due day". Assignments 7 calendar days late will receive a 0 and the 0 will be used in the calculation of your average. Assignments will not be accepted after being 7 days late. Late Assignments will not be accepted after 5/1

It will vary week to week when an assignment is graded. The safest thing is to assume that Thursday is the grading day for Tuesday's assignments.

Discussion Forums are closed one week after the due date.

Concept Quizzes are due on the dates indicated as they are due and cannot be submitted late. Missed exams will require a makeup exam to be created which might be a harder exam not by design but because it is different.

Missing the Concepts Final Exam and/or the PowerPoint Exam will result in a 0 being entered as the grade.

"Life Happens"

"Life Happens" - for "Labs", "Projects" you are allowed 1 "Life Happens" for each category. A Life Happens allows an assignment to be submitted one week late and be considered on time. Life Happens cannot be used for an assignment beyond 1 week.

Life Happens cannot be used after 5/1. That means the "life happens" can't be used for the PowerPoint Project.

Extra Credit

Some Labs/Projects *may* contain extra credit Other than that, no extra credit opportunities will be provided.

For example, if you choose not to submit ANY Labs and then in May you ask for "Extra Credit" to make up for the missed work, the answer is NO.

Additional Policies

Class Attendance

Attendance for an online course will be based on discussion forums and submission of assignments. If one of the items due on a date is submitted, you are considered "present" for that date.

For the record, the policy is: Students are expected to attend all classes for every course in which they are enrolled. To accommodate students' reasonable, personal situations that might prevent them from attending classes, each student is entitled to excused absences amounting to the equivalent of one week's class time in a semester. Absences in excess of this standard are handled individually by each faculty member. A student with absences amounting to one-fifth or more of the term's lecture or laboratory classes is subject to administrative withdrawal by the Dean of Instruction upon the recommendation of the faculty member.

Reasonable Accommodation

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course MUST provide documentation of accommodations from the RVCC office of Disability Services, C143. No accommodations will be made without this documentation.

Student Handbook

You are responsible for all policies stated in the Student Handbook.
See: http://commons.raritanval.edu/studentserv/conduct/pages/Policies_and_Documents.aspx

Withdrawal Procedure

See school's webpage for Spring 2018 Withdrawal and Refund Schedule and Refund Info

(see:
https://commons.raritanval.edu/admin/finance/Documents/Spring%202018%20WithdrawalRefundSchedule.pdf)

(see: http://commons.raritanval.edu/admin/finance/Pages/refund_info.aspx)

Class Schedule / Timeline

Please see the Class Schedule and/or the Timeline for the listing of lecture topics and timing of quizzes/ labs / projects / exams

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