Course Policies and Syllabus for
ISM2000_120F: Business Information Processing (Spring 2017)

Instructor: Diane Farrow, M.B.A.
Title: Associate Professor
Office: Bldg 200, Room 329
Office Hrs: to be posted on office door and in class shell in Falcon Online
Phone: 386.506.3799
Email: diane.farrow@DaytonaState.edu

Course Description: This course focuses on information processing concepts and the use of business software application programs for managers to effectively use the interaction between technology and information to increase personal and organizational competitive advantage. Cases and projects included.

This course also helps develop the general education skill of (1) critical/creative thinking; (2) communication; (3) cultural literacy; and (4) information and technical literacy.

Minimum Technical Requirements:
- Students are required to have Internet access (as this is a fully online course)
- Microsoft Office Suite that includes Word, Excel, Access, and PowerPoint (other spreadsheet programs such as Open Office and Pages are not allowed).
- Daytona State College has computers on all campuses with high-speed Internet access and Microsoft Office 2016 programs (Word, Excel, Access, and PowerPoint).

As this is an introductory course, students are not required to have prior Microsoft Office knowledge or skills but should have basic computer skills. In addition to Microsoft Office Suite, students will use Falcon Online and SIMnet Course Manager. Students should have working knowledge of the following features in Falcon Online: Announcements, Content, Discussion Boards, Assignments, and Grades. If a student hasn’t had working experience with Falcon Online, the student should complete the Succeeding Online Training Module for new Falcon Online Students which can be accessed from within the students Falcon Online account.

New College Withdrawal Policy

Students who stop attending this class will be withdrawn from the class and receive a final grade of W1 (Withdrawn). Attendance includes participating in online or face-to-face environments as required.

STUDENT LEARNING OUTCOMES:
Upon completion of this course, the student will be able to:
1. Demonstrate skill in business applications software used to support a firm’s business processes, managerial decision making and competitive advantage. *(meets general education skill 1, 2, and 4)*

2. Identify and give examples of the components, resources, and activities of a business information system. *(meets general education skill 1, 2, and 4)*

3. Compare several types of information systems security strategies and defenses. *(meets general education skill 1, 2, and 4)*

4. Analyze the major categories and trends of e-commerce applications. *(meets general ed skill 1, 2, and 4)*

5. Prepare and complete management cases and projects that involve using business applications software packages. *(meets general education skill 1, 2, and 4)*

**CLASS FORMAT:**

This is a 50% face to face and 50% online course. Students will use Falcon Online, SIMnet Course Manager, and Microsoft Office (on student’s personal computers) for all assignments and interactions. Students will be involved in completing lessons as they are reading the eBook topic and using their knowledge of computer software applications to solve real-world problems by creating a Professional Project.

It is important to pay extra close attention to the Lessons in SIMnet Course Manager as well as the Content found in Falcon Online. This course will utilize an eBook (called the Library) embedded in the SIMnet Course Manager. The Lessons integrate the technologies presented with decision making, problem solving, teamwork, and communication activities of working professionals in a simulated learning environment to facilitate student learning. Students access the Falcon Online course through this web address: [http://daytonastate.edu/falcononline](http://daytonastate.edu/falcononline)

**Required Textbook(s) -- Select (1) one of the below options for our course:**

1. Purchase SIMnet access code which includes an eBook (Microsoft Office 2016: A Skills Approach with SIMnet)—ISBN 9781259950698 from the DSC Bookstore.

2. Purchase SIMnet access code which includes an eBook (Microsoft Office 2016: A Skills Approach with SIMnet)—from the publisher from McGraw-Hill directly from within our course in Falcon Online.

For Option 1: Here is a link to access the Follett Daytona State college bookstore. [Daytona State College Bookstore](http://daytonastate.edu/falcononline)

**SIMnet has a 14 day trial period.** This allows students to be active in the course from Day 1 (not having a textbook on Day 1 isn’t an excuse not to get started with coursework).

Students need to ensure they purchase from the above mentioned places as students in the past have purchased the wrong SIMnet access when purchasing from outside suppliers.

**Required Software:** Students are required to have access to Microsoft Office 2016—Word, Excel, Access, and PowerPoint. These are the software packages covered in this course. *If you have difficulty with your home*
computer, or if you do not have this software, please use the nearest DSC computer lab or Academic Support Center.

**Equipment and Supplies:** Students must have a **reliable Internet connection** and access to their computer a minimum of four days per week. If you encounter any computer problems, it is essential that you go to your nearest DSC campus and use one of our computer to keep up with your assignments. Technical issues need to be address with Daytona State Help Desk (see pages 11-12 of the syllabus for contact information). Technical issues are not the instructor’s responsibility.

**Important Links:**

**Falcon Online:** The website for accessing our online classroom – [https://class.daytonastate.edu/](https://class.daytonastate.edu/)

- **SIMnet Course Manager:** The best access is from the Content within our online class in Falcon Online. In case, Falcon Online’s website is down for maintenance, you can access our SIMnet Course Manager directly at -- [https://daytonastate.simnetonline.com/sp/](https://daytonastate.simnetonline.com/sp/)

**Classroom Policies**

**Disclaimer:** Teaching policies and regulations for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. I reserve the right to alter policies, procedures, and the syllabus as needed. Please utilize the website regularly as any changes to the syllabus will be posted there.

**How to proceed through the course:** Students should plan to spend at least 9 hours per week doing coursework and studying for that course regardless of the mode of delivery (online, hybrid, face-to-face).

ISM2000 is organized by units:

**Professional Project. Use business information processing and software to make business decisions for a business:**
- Part 1 use Word
- Part 2 use Excel
- Part 3 use PowerPoint
- Part 4 use Simnet Access Project

**SIMnet:**
- File Management, OneDrive, Office Overview
- Microsoft Word
- Excel
- PowerPoint
- Access
- Computer Concepts (CC)

Within each unit students are required to **complete graded simulated lessons in SIMnet as well as a Professional Project in Word, Excel, PowerPoint and Access.**
The Professional Project assignment are based on a real-life business that the student will own or work in. Projects do not have detailed step-by-step instructions. Instead, the professional project instructions outline the requirements and the student, based on the skills gained from the simulated SIMnet Lessons, design and create their project.

Discussion topics will be created to have students begin brainstorming the projects. This will make the projects less stressful than waiting until the weekend (or night) before and feeling like there isn’t enough information to complete the assignment.

Since each Professional Project is unique to each individual, sample projects are not usually added to Content.

Handling of assignments: Discussions are to be posted to the Discussion Board within the Falcon Online course shell. Professional Projects will be uploaded to the Assignments. The items in the Assignments must be in the correct software program that the project covers. These items have deadlines so pay close attention so that you don’t miss a deadline.

SIMnet Lessons and Professional Project part 4 (Access) will be completed within the SIMnet Course Manager website (you will access this from the Falcon Online Contents link). These items in Simnet have deadlines so pay close attention so that you don’t miss a deadline.

Communication: With an online course, there are several communication tools available.

- **Stuck on an assignment, need clarification on a deadline, lost in the syllabus?** Post these types of Questions to the Discussion Board as other may be having the same issues. Within the Discussion Forums, the instructor as well as fellow students will help answer the questions. Typical response time is within 48 hours (with the exception of holidays and weekends).

- **Tragedy strikes, unexpected delays, question that is personal in nature?** The best mode of communication for issues that are personal in nature is email, phone call, or office visits. Email response time is generally less than 48 hours (with the exception of holidays and weekends). The email address to use for contacting your instructor is the one attached to our online class. Select Classlist within Falcon Online, scroll down to select your instructor’s name, and then scroll back up to select the Email option. It is best to also CC yourself to retain copies of correspondence. Then you will know that the email was successfully sent. My office phone number is located at the beginning of the syllabus. Note my office hours if using this mode of communication as if you are calling at the end of the week, your message may not be received until the following Monday. (Meaning there may be a longer response time).
• Finally, **open office hours are available** (and some by appointment, if accommodations are needed) to students each week. My office hours can be found under Content in Falcon Online below your syllabus. I welcome students to come see me especially if help is needed. While Daytona State offers tutors and assistance via the Academic Support Center, your first level of assistance is your instructor. That is what I am here for.

• **Looking for information on when to expect feedback (grades) on your assignments?** See the Class Schedule at the end of the syllabus for “Expected Feedback Date” for each assignment.

**Student Interaction:** Students are required to check in a minimum of four (4) days a week to stay current on Announcements and general discussion postings. Discussion forums are for posting questions about course and assignments, class-wide discussion of SIMnet Lessons and projects, and the self-introduction.

**Attendance and Lateness Policy:** In either an online or traditional class, your attendance is required. In the 50% face to face/50% online course and also the 100% online course, you are expected to be active in our course once every 48 hours, in SIMnet working on the Lessons and/or in Falcon Online reading updates to the discussion forums, and completing your Professional Project.

**Please Note:** The instructor may elect to penalize absences (lack of participation in online classes) in class. If the penalty is implemented it will be reflected in your overall grade as:

- 1-2 absences 0 points
- 3 absences subtract one full letter grade
- 4 or more absences subtract two full letter grades

**Late Work/Make-up Work and Exams:**

**Late Professional Projects** assignments are to be submitted to the Assignments dropbox for that Professional Project and Falcon Online will mark them late. Penalties: Late professional projects **have a 7-day window** for a late period and are subject to a 25 point reduction in grade.

**SIMnet Lessons have a 7-day window for a late period.** Therefore, it is important to stay active in the weekly to ensure you complete the assignments in the allotted time. The instructor reviews all late or makeup works on a case by case basis.

**Classroom Etiquette:** Within the online class, students should be courteous and respectful in their postings. The discussion forums replace classroom discussions, but the environment remains the same. Be professional in your writings using spellcheck and not texting lingo. Postings should not be derogatory in nature towards students, assignments, or class. Postings that do not meet the classroom etiquette standards will be removed
from the discussion board. See Online Protocols on page 13 of the syllabus for greater discussion of online course etiquette.

Course Evaluation, Assessment Methods

SIMnet Registration and completion of Microsoft 2016 Overview (worth 51 points):
This course uses SIMnet Course Manager to facilitate the teaching of Microsoft Word, Excel, Access, and PowerPoint concepts as well as Computer Concepts via a simulated environment that follows the layout in the textbook.

Students are required to signup, register, and pair SIMnet by JANUARY 17 and to complete their first series of SIMnet Lessons by JANUARY 25th. Instructions for registering are located in the Content in Falcon Online (http://daytonastate.edu/falcononline). In addition to the instructions located in Content, there is a designated discussion forum under DISCUSSIONS called “Questions about SIMnet Lessons” that addresses common problems, questions, and issues students have had in previous classes complete with tutorials I have created.

ASSIGNMENTS and Points:

SIMnet LESSONS (worth 500 points):
This course covers File Management, OneDrive, Windows 10, Computer Concepts and Microsoft 2016 Word, Excel, Access, and PowerPoint utilizing SIMnet Course Manager (accessed from Falcon Online Content). For each topic (i.e. Computer Concepts, Word, Excel, etc.), SIMnet has designed, within their eBook, lessons to ensure mastery of the topic. There are three levels for students that follow each topic covered in the eBook (students are expected to read the eBook topic before completing any lesson): “Show Me”, “Guide Me”, and “Let Me Try.”

- “Show Me”: Here the course manager will demonstrate how to accomplish the topic via a short video,
- “Guide Me”: Here the course manager will give pointed instructions and guide the student through the topic via interactive lesson, and
- “Let Me Try”: This is required. Students will be graded via this method which has the student demonstrate applying the topic on their own with minimum instructions from the course manager. Each “Let Me Try” task earns students must be completed to earn the full points for that topics.

SIMnet Lessons should be completed on or before the due date (see Class Schedule at the end of syllabus for due dates). SIMnet Lessons will be graded for completeness. There is a 7 day late period for SIMnet Lessons. SIMnet assignment grades are immediate and should flow into Falcon Online after you have purchased and paired SIMnet to Falcon Online (see “Questions about the SIMnet Lessons” in the Discussion Board for instructions on pairing). The Class Schedule at the end of the syllabus details your expected feedback dates. Note: Trial Status students will have to purchase SIMnet for your grades to flow.
PROFESSIONAL PROJECT (worth 500 points):
The Professional Project has two options.

Professional projects require online research, critical thinking and problem-solving skills, and written communication skills, in addition to the application of software skills and knowledge of information processing,

You will have the opportunity to demonstrate that you can use your technology skills to increase competitive advantage for your company as you complete all four parts. Begin working on your professional project during the second week of the course and continue to work on it weekly throughout the course. It is a very comprehensive project, and it does take a significant amount of time to do it well.

***Professionals Projects are hand graded by the instructor and specific/detailed feedback is given about each project. Grades for the Professional Projects can take up to one week.***

Special Note: Professional Project part 4 on Access will be completed in SIMnet. All the other projects will be completed in Microsoft Office on the student’s personal computers.

There are four (4) parts to the professional project. Each part is based on a particular Microsoft Office Program (i.e. Part 1 utilizes Word, Part 2 utilizes Excel, etc). The parts will be due after you have completed the Lessons based on that program.

The Professional Project Instructions (per part) can be found under Content in Falcon Online. Please ensure that you look at them early so you can ask questions if you need to before the assignment is due. In addition to the instructions under Content, there is a discussion forum under DISCUSSIONS called “Questions about the Professional Projects” to facilitate dialogue about expectations and creation of the Professional Project parts.

Professional Projects 1, 2, and 3 are graded based on the breakdown found in the Projects instructions. There is a late period for the Professional Projects. There is a 7 day late period for SIMnet Lessons. See the Class Schedule at the end of the syllabus for the exact dates for late Professional Projects. Late Professional Projects will be penalized 25 points (no exceptions).

Late Professional Projects are to be uploaded to the regular Assignments for that part and Falcon Online will mark them late. See Class Schedule for last days to submit late assignments.

Grading Policy
### COURSE GRADING

<table>
<thead>
<tr>
<th>SIMnet registration and SIMnet File Mgmt, OneDrive, and Overview</th>
<th>TOTAL POINTS</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIMnet Computer Concepts Lessons (SLOs 2, 3, &amp; 4)</td>
<td>34</td>
<td>_____</td>
</tr>
<tr>
<td>SIMnet Word 2016 Lessons (Chapters 1-4) (SLO 1)</td>
<td>100</td>
<td>_____</td>
</tr>
<tr>
<td>SIMnet Excel 2016 Lessons (Chapters 1-5) (SLO 1)</td>
<td>100</td>
<td>_____</td>
</tr>
<tr>
<td>SIMnet Access 2016 Lessons (Chapters 1-4) (SLO 1)</td>
<td>100</td>
<td>_____</td>
</tr>
<tr>
<td>SIMnet PowerPoint 2016 Lessons (Chapters 1-4) (SLO 1)</td>
<td>100</td>
<td>_____</td>
</tr>
<tr>
<td>Professional Project Part 1 - Word (SLOs 1 &amp; 5)</td>
<td>125</td>
<td>_____</td>
</tr>
<tr>
<td>Professional Project Part 2 - Excel (SLOs 1 &amp; 5)</td>
<td>125</td>
<td>_____</td>
</tr>
<tr>
<td>Professional Project Part 3 - Powerpoint (SLOs 1 &amp; 5)</td>
<td>125</td>
<td>_____</td>
</tr>
<tr>
<td>Professional Project Part 4 - Access (SLOs 1 &amp; 5)</td>
<td>125</td>
<td>_____</td>
</tr>
<tr>
<td>SIMnet Windows 10 Lesson (SLO 1)</td>
<td>15</td>
<td>_____</td>
</tr>
<tr>
<td>TOTAL POINTS POSSIBLE</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Bonus Pts Speaker Event in FEB-watch emails/Announcements</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

To calculate your grade for a category, take the earned points and divide by the Total Points. For example, if total earned points for the Prof. Proj part 1 was 100, the grade for Prof. Proj. part 1 would be 100 divided by 125 or 80%.

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Students must have a **70% cumulative grade** on Professional Projects in addition to the other graded requirements of the course to pass the class. Students who do not attempt or do not maintain a 70% cumulative grade on the projects will not pass the course. The Professional Projects provide a mastery application test of concepts covered in the course. (70% cumulative grade equates to 350 cumulative points on the Professional Projects.)

**Grading Policy:** Grades are based on overall points accumulated earned from any of the following sources: class participation/attendance, SIMNet Lessons, Attendance/Participation, and the Professional Project. Grades are found under Grades in Falcon Online.

Overall grades will be determined based on the following criteria:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade Point Value</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>900-1000</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>3.5</td>
<td>870-899</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
<td>800-869</td>
</tr>
<tr>
<td>C+</td>
<td>Above Average</td>
<td>2.5</td>
<td>770-799</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
<td>700-769**</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.5</td>
<td>670-699</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
<td>600-669</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
<td>0-599</td>
</tr>
</tbody>
</table>

**Students must receive a grade of “C” or better in all courses to meet BAS degree completion requirements.**

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**INCOMPLETE POLICY**

An **incomplete grade** will NOT be given UNLESS the following criteria are met:

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• A request in writing is submitted to the instructor prior to last three weeks of class,
• All assignments, term paper, and quizzes were completed at that point in time,
• The student has a grade C or higher at that point in time.

Please watch your DUE DATES!

A business management class which incorporates information processing and software takes time to build skills. Students who have the most success work on their assignments every few days to build momentum and gain skills.

### Class Schedule

<table>
<thead>
<tr>
<th>DUE DATES and ASSIGNMENTS TO BE SUBMITTED</th>
<th>Class Schedule Of Activities And Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DUE JAN 17</strong></td>
<td>1. Complete <strong>Self Introduction</strong> under Discussions in Falcon Online,</td>
</tr>
<tr>
<td>SIMnet registration</td>
<td>2. <strong>Set up SIMnet account,</strong></td>
</tr>
<tr>
<td><strong>and</strong></td>
<td>3. Read over Syllabus and other instructions under Content in Falcon Online</td>
</tr>
<tr>
<td>Self-Introduction Due</td>
<td></td>
</tr>
</tbody>
</table>

| **DUE BY 11:59 pm**                      | **In SIMnet:**                              |
| Opens JAN 17                              | **Read File Management 2016**               |
| Closes JAN 31                             | **Read Microsoft Office 2016 Overview**    |
|                                          | **Read OneDrive**                          |
|                                          | *SIMnet Graded Lessons – Graded automatically upon completion |

In SIMnet:

- Complete the “LET ME TRY”
  1. **File Management 2016**
  2. **Microsoft Office 2016 Overview**
  3. **OneDrive**

Late Period for SIMnet File Mgmt., OneDrive, and Microsoft Office 2016 Overview Lessons ends on FEB 1
<table>
<thead>
<tr>
<th>DUE</th>
<th>11:59 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens JAN 17</td>
<td>Closes FEB 15</td>
</tr>
</tbody>
</table>

**In SIMnet:**
Complete the “LET ME TRY” Graded Lessons:
**WORD**
CH 1-4

**Professional Project PART 1 (Word) due in Falcon Online Assignments dropbox**

Late Period for SIMnet Word Lessons and Prof. Project Pt. 1 ends on FEB 22

**Read Word 2016 - Chapter 1** - Getting Started with Word 2016 Lesson and

**In WORD**
Complete Professional Project PART 1 (Word) to be submitted to Falcon Online Assignments dropbox

*SIMnet Graded Lessons graded automatically upon completion. Professional Project Parts 1-3 hand graded within 7 days.

<table>
<thead>
<tr>
<th>DUE</th>
<th>11:59 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens FEB 15</td>
<td></td>
</tr>
</tbody>
</table>

**In SIMnet:**
Complete the “LET ME TRY” Graded Lessons:
**EXCEL**
CH 1-5

**Professional Project Part 2 (Excel) due in Falcon Online Assignments dropbox**

Late Period for SIMnet Excel Lessons and Prof. Project Pt. 2 ends on MAR 15

**Read Excel 2016 - Chapter 1**: Getting Started with Excel 2016 Lesson, **Read Excel 2016 - Chapter 2**: Formatting Cells Lesson, and
**In SIMnet:**
**Read Excel 2016- Chapter 3**: Using Formulas and Functions Lesson. **Read Excel 2016- Chapter 4**: Formatting Worksheets and Managing the Workbook Lesson and
**Read Excel 2016- Chapter 5**: Adding Charts and Analyzing Data Lesson.

**In EXCEL**
Complete Professional Project part 2 (Excel) to be submitted to Falcon Online Assignments dropbox

*SIMnet Graded Lessons graded automatically upon completion. Professional Project Parts 1-3 hand graded within 7 days.

Questions regarding Professional Project part 2 should be posted to the “Professional Project 2 Excel” Discussion Board.

<table>
<thead>
<tr>
<th>DUE</th>
<th>11:59 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens FEB 15</td>
<td></td>
</tr>
</tbody>
</table>

**In SIMnet:**
**Read Powerpoint 2016 - Chapter 1**: Getting Started with Powerpoint 2016 Lesson,
| Closes APR 5 | Read Powerpoint 2016 - Chapter 2: Adding Content to Slides Lesson, |
| In SIMnet: | In SIMnet: Read Powerpoint 2016 - Chapter 3: Formatting Presentations, and |
| “LET ME TRY” | Read Powerpoint 2016 - Chapter 4: Managing and Delivering Presentations |
| Graded Lessons: | **In POWERPOINT** |
| POWERPOINT CH 1-4 | **Complete Professional Project part 3 (PowerPoints) to be submitted to Falcon Online Assignments dropbox** |

**Professional Project Part 3 (PowerPoint)**

due in Falcon Online Assignments dropbox

Late Period for SIMnet PwrPt Lessons and Prof. Project Pt. 3 ends on APR 12

| DUE | SIMnet Graded Lessons graded automatically upon completion. Professional Project Parts 1-3 hand graded within 7 days. |
| By 11:59 pm | In SIMnet: Read Access 2016 - Chapter 1: Getting Started with Access 2016 Lesson, and |
| Opens FEB 15 | Read Access 2016 - Chapter 2: Working with Tables Lesson. |
| Closes April 26 | In SIMnet: Read Access 2016 - Chapter 3: Working with Forms and Reports Lesson, AND |
| In SIMnet: | Read Access 2016 - Chapter 4: Using Queries and Organizing Information Lesson. |
| “LET ME TRY” | In SIMnet: **Begin work on Professional Project part 4 (Access). Complete Access project in Simnet.** |
| Graded Lessons: | *Note: Be sure to confirm that you have Access on your computer. If not, here is the link and directions for the free download for Office 365 including Access from the College website: |
| ACCESS CH 1-4 | You should be able to get to Microsoft office using [https://portal.office.com/OLS/MySoftware.aspx](https://portal.office.com/OLS/MySoftware.aspx). Your username will be firstname_lastname@daytonastate.edu and your password will be the same password that you use to access your portal or Falcon Online. From here, you should see an ‘install’ button on the page. |
| In SIMnet: | *SIMnet Graded Lessons graded automatically upon completion. Professional Project Parts 1-3 hand graded within 7 days. |
| Complete the Professional Project PART 4 (ACCESS PROJECT) | *to be scored by SIMnet |
| *to be scored by SIMnet | Late Period for SIMnet Access Lessons and Prof. Project Pt.4 Access Project ends on May 3 |
Questions regarding Professional Project part 4 should be posted to the “Professional Project 4 Access” Discussion Board.

<table>
<thead>
<tr>
<th>DUE</th>
<th>In SIMnet:</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 11:59 pm</td>
<td><strong>Read</strong> Computer Concepts (CC) 2016 Chapter 2 – Internet Lesson,</td>
</tr>
<tr>
<td>Opens FEB 15</td>
<td><strong>Read</strong> Computer Concepts (CC) 2016 Chapter 9 – Privacy, Security, and Ethics Lesson, and</td>
</tr>
<tr>
<td>Closes on MAY 10</td>
<td><strong>Read</strong> Windows 10 An Overview</td>
</tr>
</tbody>
</table>

**In SIMnet:**
- Complete the “LET ME TRY” Graded Lessons:
  1. Windows 10 Overview
  2. CC – Internet
  3. CC- Privacy, Security, and Ethics

Please note: there is No Late Period for Computer Concepts and Windows 10 Overview Lessons.

**May 10**
Wrap up and overview of assignments submitted; release of points in class shell.

**Class Withdrawal Process:** The last day to withdraw from this course is APR 3. Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times issues and concerns can be resolved with communication. Please review Refund/Repayment Policy and also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility. If the decision has been made to withdraw, you should:

For Instructions on Withdrawing from a class, visit [https://www.daytonastate.edu/help/](https://www.daytonastate.edu/help/) Guideline for what constitutes Dropping versus Withdrawing can be reviewed at How to Register (Drop/Add/Withdraw) for Classes Online

**New College Withdrawal Policy**

Students who stop attending this class will be withdrawn from the class and receive a final grade of W1 (Withdrawn). Attendance includes participating in online or face-to-face environments as required.

**Student Rights & Responsibilities**
Students are responsible for reading and following all college policies outlined in the Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at http://www.daytonastate.edu/academics.html under “Student Resources.”

**Academic Integrity**

In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you.

A student who is found to have cheated will be reported to Judicial Affairs. The student will receive a grade of 0 on the assignment with no opportunity to resubmit the assignment for a different grade. If a student has previously taken this course with the current instructor or a different instructor, permission must be obtained from the current instructor to re-use previously submitted assignments. If permission is not obtained prior to the submission of the re-used assignment, the student may be determined to have self-plagiarized. This finding may result in a report to Judicial Affairs and the receipt of a grade of 0 on the assignment with no opportunity to resubmit the assignment for a higher grade.

Cases of suspected academic dishonesty may be reported to the Judicial Affairs Office for resolution. Assignments suspected of academic dishonesty will earn a grade of F or may be referred to Judicial Affairs (per the professor’s discretion).

**Honor Pledge**: I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does. For more information on academic integrity, view Honor Code.

See the **Student Handbook**. Daytona State College is committed to providing you with quality instruction, guidance, and opportunities for academic and career success by fostering academic excellence in a supportive and personalized learning environment. Maintaining high standards of academic honesty and integrity in higher education is a shared responsibility and an excellent foundation for assisting you in making honorable and ethical contributions to the profession for which you are preparing. In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. Grades conferred by instructors are intended to be, and must be, accurate and true reflections of the coursework actually produced and submitted by you.

All cases of suspected violations of the **Student Code of Conduct**, including academic dishonesty, are reported to the Judicial Affairs Office for resolution.

**Forms of Academic Dishonesty**

**Cheating**: Cheating can be defined as: receiving or giving unauthorized assistance on a quiz, test, exam, paper, or project or unauthorized use of materials to complete such; collaborating with another person(s) without authorization on a quiz, test, exam, paper, or project; taking a quiz, test, or exam for someone else or allowing someone else to do the same for you.
Plagiarism - Plagiarism can be defined as: submitting work in which words, facts, or ideas from another source are used without acknowledging that the material is borrowed whether from a published or unpublished source. For specific information on how to document information from other sources, students should check with their instructors, academic departments, or a recognized writing manual, such as the MLA or APA.

Self-plagiarism - Recently the idea that students can plagiarize themselves has surfaced. When students turn in the same assignment for two different classes, they are self-plagiarizing. This rule also applies to sections of an assignment. Not only does ‘repurposing’ assignments deny students the opportunity to learn, but also it is not fair according to the college’s standards. Because of this, self-plagiarizing is coined ‘Double-dipping,’ which leads to devaluation of grades and therefore, a devaluation of the College. Daytona State College prohibits self-plagiarism.

Online Academic Integrity Violations - These violations include, but are not limited to the following: sharing your Falcon Online password, working on an assignment with someone else when it is supposed to be done on your own, looking at someone else’s work while taking a quiz or exam, using a cell phone to share quiz or exam information, revising a paper that was found on the Internet, or submitting a paper purchased form a website.

Fabrication - Fabrication can be defined as: listing sources in a bibliography that one did not actually use in a written assignment; presenting false, invented, or fictitious data/evidence in a written assignment.

Other Academic Misconduct: Other Academic Misconduct might include, but is not limited to:

- In a testing situation, conduct, such as, looking at a classmate's test, talking to a classmate, or leaving the classroom without the instructor's or proctor's permission.
- Obtaining help while taking online tests or quizzes in the form of another person consultation, Googling for answers, texting, or using other social media.
- Obtaining part or all of a test by theft/purchase, OR selling /giving part of all of a test to someone else.
- Soliciting someone to impersonate you online or in a classroom setting.
- Entering an office or building for the purpose of changing a grade on a test, assignment, or in a grade book or for the purpose of obtaining a test.
- Altering or attempting to alter academic records of the College which relate to grades; being an accessory to same.

Academic Support Services

Students with Disabilities: The Student Disability Services (SDS) Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the SDS Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the SDS Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at http://www.daytonastate.edu/sds.
Veterans: If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit https://www.daytonastate.edu/admsvet/

The Division of Library and Academic Support provides the following unlimited services to students via tuition and fees at the time of registration.

**Academic Support Center:** The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to http://www.daytonastate.edu/asc/ or email ASC@DaytonaState.edu.

**Writing Center:** For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) www.daytonastate.edu/cwc

**Library and Research Services:** The Daytona State Library offers many types of resources to support your research materials and assistance. www.daytonastate.edu/library

**Technical Support** is available for FalconMail, printing, web usage, Faclon Online, and more. Students may call 386-506-3950 or e-mail HelpDesk@Daytonastate.edu.

**Safety on Campus:** Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit https://www.getrave.com/login/daytonastate.

**ONLINE PROTOCOLS**
Protocols are the correct procedures for doing things. We need them for this class so that everyone knows what is expected of them, and so that everyone plays by the same rules.

**Virtual Classroom Expectations**
The following ground rules will help your work in this course to go much more smoothly. Please carefully review these expectations and follow them.

1. Academic integrity will be appraised according to the student academic behavior standards outlined in the Daytona State College Student Handbook. Keep up with the reading. Make sure you keep up with your online discussions and utilize our online classroom’s tools.

2. Work with others. You are encouraged to form study groups (online and/or in person), and participate in the Graded Discussion Forum.

3. Network Acceptable Use Policy: Be certain to familiarize yourself with the College's policies governing the usage of your online account. You must view this document located at http://online.daytonastate.edu/docs/acceptable_use.pdf

**News, e-mail from your instructor, and discussion forums**
When you sign into the classroom, check the class news on the front page. Important announcements will appear there. Also, check your e-mail for messages from your instructor.

1. Check the News, read all discussion posts and check your e-mail every time you sign in. You should sign in at least five days a week.
2. Be patient. Do not expect an immediate response when you send a message. Generally, two days is considered a reasonable amount of time to receive a reply.
3. Always put ISM2000 in the subject line and your FULL NAME in the body of the message.
4. Be courteous and considerate. Being honest and expressing your position thoroughly is very important, but being considerate of others online is just as important as in the classroom.
5. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
6. Do not use ALL CAPS. This is considered “shouting” and the message is very hard to read. Check spelling, grammar, and punctuation (you may want to compose in word processing software then cut and paste the message into the discussion or e-mail).
7. Break up large blocks of text into paragraphs and use a blank line between paragraphs.
8. If you have a question regarding the course material, post the question in the Discussion Forum under the appropriate chapter/topic. Other students will appreciate seeing the question and your instructor’s answer. Students are encouraged to respond to other students’ questions. Learning by teaching is a powerful tool.
9. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your e-mail. Never send or keep anything that you would not mind seeing on the evening news.
10. Please keep all postings professional. Correct grammar and spelling are an important part of the business environment. Review your comments before you post them. Write as though you were sending the correspondence to an officer of your company.

ONLINE COURSE MAP
Please take a few minutes to read about the many features within Falcon Online, our online classroom. Using all these features will help you succeed in the course! Access to each feature is easy within Falcon Online, just click the link.

CONTENT – This is where you’ll find our Syllabus, Instructor Office Hours, Login link for SIMnet, and Chapter PowerPoints for the course.

ASSIGNMENTS – (formerly known as Dropbox) The Assignment tab is where Professional Projects will be uploaded upon completion.

DISCUSSIONS – The discussion forum takes the place of our classroom discussion and interaction. Go here to ask me questions about the course content or assignments, or talk with other students.

CLASSLIST – This is where you’ll find the students enrolled in the course. You will also see the instructor listed. To email someone, check the box next to the person’s name and then scroll up to select “Email” at the top of the list. The email associated with our online course is FalconMail. You will need to check your FalconMail several times a week as that is where I will be sending emails.

GRADES – Check your progress in the course. Only you can see your grades.
MAIL – Select Mail and FalconMail to access the email for this course.