

INSTRUCTOR: Tonya McCabe
Office SH-220-44
Phone: 253-833-9111 Ext. 4783
E-mail: tmccabe@greenriver.edu

OFFICE HOURS: Monday/Wednesday: 8:45 am – 9:45 am and by appointment
Tuesday/Thursday: 11:30 am – 12:30 pm and by appointment
Friday: By Appointment

TEXTBOOK: Microsoft Windows 8 Comprehensive. Parsons, Oja, Ruffolo. New Perspectives Series
ISBN: 978-1-285-08087-1

NOTE: The publisher of the textbook offers many acquisition options including e-book, rental, and a discounted purchase price. Check it out at:
<http://www.cengagebrain.com/shop/search/9781285080871>

PREREQUISITE: BUS E/BTAC 100, Introduction to Computers

COURSE ESSENTIALS:

In order to take this hybrid class you must have the following:

1. The required textbook.
2. Green River Student E-Mail account: Green River Community College provides free email accounts for registered students. Go to the web address: <http://www.greenriver.edu/studentemail/> and follow the appropriate links to set up your account. **You are required to activate and check your Green River student email account each day in this class.**
3. Computer Requirements: Windows 8.1 Operating System, Windows Live Essentials 2012 (Photo Gallery and Movie Maker ONLY) (free Microsoft download), MS Office 2010 or MS Office 2013, Chrome or FireFox (there have been compatibility issues with Internet Explorer and Canvas), and a reliable high speed Internet access (ISP of your choice).

COURSE DESCRIPTION

Introduces the student to the Windows graphical user interface, the preparation of text and graphics documents, and the management of windows on the desktop. Includes the customizing of the Windows desktop; techniques for working with files, folders, and documents; and the production of digital media projects.

COURSE CONTENT LEARNING OUTCOMES

Upon completion of this class you will be able to achieve the following:

- Identify and demonstrate use of Windows desktop
- Locate information using Windows Help and Support
- Manage files and folders using Windows
- Manage files and folders using File Explorer
- Modify the desktop environment
- Customize the computer using the control panel
- Demonstrate advanced file searching techniques
- Demonstrate the ability to effectively use Media Player
- Demonstrate the ability to effectively use Windows Live Movie Maker
- Demonstrate the ability to effectively use Windows Live Photo Gallery
- Monitor the performance of the computer and maintain the computer using System Tools
- Describe computer networking and the operation of a network

CAMPUS-WIDE LEARNING OUTCOMES:**Responsibility**

Encompasses those behaviors necessary to be effective members of a community i.e. regular online or in class attendance, punctuality, class preparedness, timely submission of assignments, an atmosphere of mutual respect, and communication with the instructor.

Students will meet the above objectives by:

- meeting obligations necessary to complete individual and/or group tasks
- respecting the needs and rights of others
- accepting consequences of failure to fulfill agreed upon expectations
- preparing for lecture and discussions
- participating online regularly
- meeting assigned deadlines for assignments
- demonstrating appropriate online attitudes and behaviors
- demonstrating knowledge of and a willingness to accept stated agreed upon expectations, policies, behavior, and procedures as stated in the course syllabus

INSTRUCTIONAL PROCEDURES

Lecture-content, hands-on class activities, and hands-on assignments will be the main focus of instruction. During the quarter students will be required to complete individual and team assignments. Written tests will be used to assess the student's progress.

GENERAL COURSE CALENDAR/OUTLINE

As a hybrid course, we have a unique structure. We are a mix of an online course and a face to face campus based course. We will meet on campus two days a week and then the rest of the time you are expected to work independently. We will be using Canvas within our class. You will use Canvas to access assignments, submit your work, take written tests, review your grade status, etc. Our textbook is organized as Tutorials (i.e. Tutorial 1, Tutorial 2, etc.) instead of chapters. Therefore, I've organized our modules in Canvas in the same manner. To access the assignments, you will need to click the MODULES button on the left navigation pane and then access the appropriate tutorial from there.

ASSIGNMENTS:

Assignments are due by 2:00 pm on the due date unless otherwise noted. You will be assigned lab tasks that are located at the end of the chapter, online learning activities, and/or weekly quizzes. You may also be assigned supplemental assignments that are not in your textbook. By completing each tutorial's designated assignments, I can see that you are achieving the course objectives and preparing for the unit tests. The course calendar provides an overview of my "plan" for our schedule this quarter and the due dates for assignments as well as test dates. ***This is the first time we've offered this class as a hybrid and we are also launching a brand new O/S (Windows 8.1) so please be understanding that the calendar may need to change depending on the class needs.*** For example, if I find that the majority of the students need more time on a particular tutorial, then we're going to take that time and we will adjust the calendar as needed.

All assignments must be submitted to me via the appropriate digital drop box (unless otherwise directed) by the due date/time. Each tutorial will be housed in its own module. Within each module, you will find the assignments and digital drop box(es) for that tutorial. ***Please make sure you review the assignment summary page posted in each module so you know exactly what to submit for each assignment.***

It is ***your responsibility*** to submit the correct assignment, saved in the correct format, to the correct drop box by the due date and time. If you do not submit the correct file, in the correct format, to the correct drop box or you do not correctly upload the correct file to the correct drop box, ***you will not receive credit for the assignment submitted.*** You MUST take responsibility for submitting the correct file to the correct drop box by the due date/time.

Please note: Canvas allows you to make multiple submissions to the drop box. If you make an erroneous submission and catch it before I grade it, you may resubmit. However, if I've already graded the assignment, you may not resubmit.

I reserve the right to grade assignments at any point after you've submitted them, even if it is before the due date/time.

Please do not submit assignments that are not complete. If you submit incomplete assignments, I will not grade them and you will be assigned a score of zero for that assignment. I will grade and provide feedback to the files you submit to the digital drop box within one week of the due date. Points will be awarded for completed assignments based on accuracy, completeness, and/or a set criterion. **There will be NO extensions given to the due dates/times for assignments unless you experience a legal or medical emergency and can**

provide documentation that clearly provides evidence that the legal/medical emergency prevented you from completing the assigned work. Doctor appointments, chiropractic, dental or other non-emergency care does not qualify as a “medical emergency”.

TESTS:

Please refer to your course schedule for test dates. The tests are administered online via the Canvas Learning website. The exams will be taken during our on campus class time.

Tests could include multiple choice, true/false, multiple select, short answer, or essay questions. Any requests to take a test outside of the test dates/times as given must be made at least 24 hours *in advance* of the scheduled test date time and approval or denial of your request is by Instructor discretion.

PANOPTO RECORDINGS:

In the past, I recorded my BTAC 150 in-class lectures with an audio/desktop recording software called Tegrity and then I posted those recordings in the Canvas site as an additional resource for students. GRCC no longer has a license to use Tegrity and this quarter we have adopted a new product called Panopto. I will do my best to try and figure out “Panopto” and record our class lectures. If successful, I will post them in our Canvas site so that if you need to go over a lecture again or you miss a lecture, you can listen to the material at your convenience. I can’t guarantee this though as I haven’t had any training on Panopto, but I will do my best!

KEYS TO SUCCESS WITH COUPONS!

If you miss class, it is your responsibility to find out what assignments were given and what content was introduced. The general rule for the course is that I do not accept late assignments or provide make up exams. However, because I realize "life happens" you will be given one coupon on the first day of the quarter. You may use this coupon to submit one textbook lab assignment late. Please note, **the coupon is only good for ONE assignment, not for all assignments given in a tutorial.** The coupon is “non transferable” (i.e. it is only good for one quarter and one coupon per student), and if you lose your coupon, you forfeit the opportunity to redeem it; I will not replace lost or stolen coupons.

Late assignments must be submitted within three calendar days of the original due date. Late assignments will not be submitted to the Drop Box in Canvas, but you must email me the file by the extended deadline and then give me your coupon the next time we meet. If you end up not using your coupon, that’s GREAT but please do not ask me to redeem the coupon for extra credit points. **The coupon may NOT be used for tests, any in-class activities, and team or partner tasks.**

TECHNICAL ISSUES: It is each student’s responsibility to keep all software, Internet connections, equipment, etc. up to date and compatible with the course requirements if you are using your personal computer for the coursework. Check all connections and software downloads immediately at the start of the quarter and make certain everything is functioning properly to assure your FULL participation in the class. **It is your responsibility to ensure you have the proper hardware, software, and Internet connection to successfully handle the download and upload requirements of this course.** Course grading and assessment will be based on work successfully submitted. Consideration will not be given for late/missing assignments or tests due to technical issues.

GRCC LABS:

The computer labs in SH 154, SH 350, SH 352, HL 147 and HL 149 may be available to you if they are not being used by other courses and if you can gain access. Our ability to provide “open lab” time is greatly reduced from what it has been in the past. The labs **may be** open for limited use Monday-Sunday from 7:30 am – 10:00 pm (again, contingent upon scheduling of other classes and staff to provide access). If the doors are locked, and it is between the hours of 7:30 am and 4:00 pm on Monday through Friday, you will need to try and find a Business Technology and Administrative Careers (BTAC) professor to let you in (and we may or may not be available; please be respectful of the fact that faculty have many responsibilities and we are not always in our offices during non-office-hour times). If the doors are locked and it is **after 4:00 pm** Monday – Friday OR it is a Saturday or Sunday, please go to the Administration building and ask a Safety Officer to escort you to the lab and let you in. I provide rosters of all my classes to Safety and grant authorization to you to use the labs during the after office hours accordingly.

Special Access: I've requested our classroom (SH – 154) room be reserved/available to you during our non-class days at the same time as our normal class time (11:15-12:20 pm) so that if you do not have Windows 8.1 at home, you can complete your work on campus without having to worry about getting/finding a lab. Please note – other students may use the classroom too. I just tried to ensure that no other classes would be scheduled in this room for at least a “guaranteed” hour each day.

GREEN RIVER COMMUNITY COLLEGE COMPUTER LAB POLICIES:

When using the Business Technology and Administrative Careers computer labs, you are bound by and agree to the Green River Community College Acceptable Use Policy. The policy is found in the Student Handbook under Computer Access or at the Web site <http://www.greenriver.edu/library/libinfo/accusepol.htm>.

Due to our new touch screen monitors, no food or drinks are allowed in the labs – not even water.

Children will not be allowed in class during class time and/or lab time.

INSTRUCTOR AVAILABILITY:

I will respond to email Monday through Thursday. I am often in meetings on Fridays and have limited access to email. If I'm available on a Friday, I will do my best to respond to your inquiries/emails; however, please note, that due to the demands on my time on Fridays, you should only expect email responses Monday through Thursday.

COMMENT BOXES IN CANVAS: Please do not utilize the “comment/conversation” feature within the submission process on your assignments. Apparently the “comments” students post to assignments in Canvas are not always visible to the Instructor. Therefore, **please use your GRCC STUDENT EMAIL (not in Canvas) to email me comments, questions, or concerns.** You, of course, may also meet with me during my office hours.

EMAILING THE INSTRUCTOR: Please do NOT email me through Canvas. Please use your STUDENT GRCC EMAIL to email me. The way Canvas structures emails is like a never ending thread; the emails are not self-contained to their respective subjects. This makes it difficult to manage.

STUDENTS SUBJECT TO PROVISIONS OF AMERICANS WITH DISABILITIES ACT

If you believe you qualify for course adaptations or special accommodations under the Americans With Disabilities Act, it is your responsibility to contact the Disabled Students Services Coordinator in the LSC and provide the appropriate documentation. If you have already documented a disability or other condition which would qualify you for special accommodations, or if you have emergency medical information or special needs I should know about, please notify me by email at tmccabe@greenriver.edu.

ACADEMIC ETHICS:

Students are required to uphold basic ethical principles including honest test taking procedures and respecting the rights of fellow students and instructors. The Washington Administrative Code defines plagiarism/cheating as follows:

WAC 132J-125-200 Plagiarism/cheating:

- (1) Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to discipline.

- (2) Any student who knowingly aids or abets the accomplishment of cheating, as defined in subsection (1) of this section, shall also be subject to discipline.

I expect you to complete all individual assignments, quizzes and exams ethically and honorably. This means I expect that you will not use your textbook, neighbor, or notes while completing quizzes and I expect that you will not share assignment or test files. I also expect that you will not "collaborate" with other students when completing individual assignments or tests.

Duplication of someone else's assignments or turning in someone else's assignment or work is also considered cheating. Plagiarism occurs when you knowingly submit someone else's ideas or words as your own and this is cheating behavior. Cheating on tests and/or assignments will result in a grade of zero for the test, assignment, and/or a final course grade of 0.0. Incidents of academic dishonesty may be reported to the Division Chair, Administrative Dean, and/or the Dean of Students.

COURSE STANDARDS AND GRADING

Your grade for this class will be calculated as follows:

Assignments: 25%

Media Player and Movie Maker Projects: 15%

Tests: 60%

Points will be awarded for completed assignments based on accuracy, completeness, and/or a set criterion. Tests will cover specific course content including the textbook and lecture content. Your final grade will be assigned in accordance with Green River Community College Business Division's decimal grading scale below:

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| 100% = 4.0 | | | |
| 99% = 4.0 | 98% = 4.0 | 97% = 4.0 | 96% = 3.9 |
| 95% = 3.9 | 93-94% = 3.8 | 91-92% = 3.7 | 90% = 3.6 |
| 89% = 3.5 | 88% = 3.4 | 87% = 3.3 | 86% = 3.2 |
| 85% = 3.1 | 84% = 3.0 | 83% = 2.9 | 81-82% = 2.8 |
| 80% = 2.7 | 79% = 2.6 | 78% = 2.5 | 77% = 2.4 |
| 76% = 2.3 | 75% = 2.2 | 74% = 2.1 | 73% = 2.0 |
| 72% = 1.9 | 71% = 1.8 | 70% = 1.7 | 69% = 1.6 |
| 68% = 1.5 | 67% = 1.4 | 66% = 1.3 | 65% = 1.2 |
| 64% = 1.1 | 63% = 1.0 | Below 63% = 0.0 | |

Approximate letter grade equivalents: 3.5 to 4.0=A; 2.5 to 3.4=B; 1.5 to 2.4=C; 1.0 to 1.4=D; and Below 1.0=F

STUDENT BEHAVIOR:

If a student chooses not to follow the expectations outlined in this syllabus and/or demonstrates undue hostility and/or disrespect to other students and/or the Instructor, the student may be required to leave the class and/or withdraw from the course.