Orientation—HAMG 1319

Fall 2013
August 26 – December 11, 2013

Welcome to class! I have compiled a list of information to help you get started in this course.

The first thing you need to be aware of is that this is a regular 16 week session and you will need to schedule at least 4 hours per week depending on your computer skills and work load.

Course Availability: We will be using Blackboard Learn 9. The Blackboard course will be available the first day of the semester. To enter the course, login to Cougarweb go to My Courses and follow the “click here to” link and then selecting the name of the course. If for some reason your course does not show up in cougarweb you can also access the class by going to elearning.collin.edu to log in.

You may also call the help desk 972-377-1777 or email sts@collin.edu for additional support.

If you are not familiar with Blackboard or online classes – I suggest that you go to http://online.collin.edu/ and review the information on that site – there are tutorials that will help you navigate Blackboard.

Syllabus: Read the syllabus for information about the course. The syllabus includes information about the course requirements, instructor contact information, grading weights and scale, tentative schedule and other useful information to help you navigate this course.

- Course format—100% online.
- Late work policy— All lab assignments and quizzes have a due date – late submission will be accepted for lab assignments (not quizzes) up to one week after the due date with a 25 point penalty. No makeup work will be given or extra credit work

- Technical requirements—computer with Internet connection capable of running Blackboard Learn 9 and Microsoft Office 2010. You are responsible for working with Blackboard support (972) 377-1777 to get your system to work with Blackboard.


- **Preferred contact method**—for course questions, Blackboard Mail Messages. Check your email everyday – the system does not notify you when you have new mail.

- **Course Expectations:** To participate in the course and complete all assignments, quizzes and final exams to the best of your ability. Online courses often require a greater time commitment than traditional on-campus courses.

- **Time Commitment:** You will need to plan on working on this course at least 8 hours per week. The amount of time required will vary based on how comfortable you are with using the computer and working online.

- **Work Completed:** All work should be your own and in your own words. Please see the Collin Student Handbook for definitions of collusion, cheating, plagiarism, and copyright. In addition, please see the syllabus for my policy on Academic Ethics.

**Textbooks Required:**

There are two textbooks required for this course. They are available at our bookstore if you would like to purchase them. I know some of my students are not in the college area so you will need to purchase the books on the internet. Please get your books as soon as possible so you will not get behind in the course. You will use the textbooks to complete the assignments. Double check the ISBN numbers on the books that you purchase to make sure you have the correct book.

Often if you choose to order the books online you may not receive it in time to complete the first assignments. **I do not accept assignments after the deadline has passed even if it is due to not having a book.** The library at the Preston Ridge campus will have a copy of the books on reserve. The library will not allow you to check it out, so you will need to make plans to use it while you are there.

**REQUIRED:**

1. **Managing Technology in the Hospitality Industry (6th Ed)**  
   Michael L. Kasavana  
   ISBN 13: 978-0-86612-357-0

2. **Skills for Success with Microsoft Office 2010 Volume 1 Second Edition - (Lab textbook)**  
   Townsend | Ferrett | Hain | Vargas  

or
The first lab book listed is the Second Edition and the publisher has said this is the only one available as a new book. I believe this is the one that will be in the college bookstore for sale.

The second lab book listed is only available as a used book.

Either book will be ok – the first one has some updates and the page numbers have changed from the original book. The assignments are the same so either book that you purchase will work for this class.

Supplies/Software:

- Microsoft Office 2010 (MS Word, MS Access, MS PowerPoint, MS Excel). This class is PC based; if you are using a Mac, Office 2008 & 2011 will work for most labs EXCEPT MS Access and you may be missing some features in the MS PowerPoint lab. The textbook is written for a PC so you could possibly encounter problems if you are working with a Mac. Once again this course is designed for using a PC. If you are using a Mac you are responsible for making arrangements to use a Windows based computer for the Access lab. In addition, if you do not have Microsoft Office 2010 you may use the computers at any of the Collin College’s campuses.

How the course works:

- Work Week—Monday to Saturday. A list of everything you need to do each week is listed in the Weekly Schedule posted in Blackboard in order to stay current with the course.

  1. Every Monday review the schedule for the current week’s assignment. (All of the assignments and quizzes are available to you at the beginning of the semester, so if you would like to work ahead I will accept early submission of any of the quizzes or assignments.
2. Complete each lab assignment and quiz required for the week. Labs will be uploaded to an Assignment drop box, quizzes and attendance will be automatically graded and stored in the My Grades component of blackboard.

- Multiple-choice quizzes and exams are automatically graded when you submit the quiz. You should be able to see the overall grade as soon as it is submitted. If you are not satisfied with your grade you have the option to take the exam again. The system will record the highest grade.

3. Lab Assignments will be manually graded and you will be able to view feedback in the My Grades area.

- Lab Assignments require manual grading and may take longer to grade. When an assignment is uploaded or posted it indicates that you are ready for it to be graded. Usually grades will be available within 1 to 2 days of the due date.

Quizzes and Lab Assignments:

- **Quizzes (60% of grade)** There will be a quiz for each chapter in the Managing Technology in the Hospitality Industry textbook. All will be open-book and have a 45 minute time limit. Questions for each exam are pulled from a test bank, so each student has a different mix of questions for their exam. There will be 10 multiple choice questions and you will have 2 attempts to complete the quiz. Quizzes are automatically graded and the system will use the highest score for grade calculation purposes. Once you have started the quiz you must finish it. It will not allow you to close and re-enter. No makeup quizzes will be given. For this reason, please plan ahead and do not wait until the last minute to submit the lab. Blackboard server times may not match your time this becomes particularly critical if you are trying to upload close to the cut-off time. Each student is responsible for doing their own work. You must not work with or obtain assistance for any other student, past or present regarding assignments for this course.

- **Lab Assignments (40% of grade)** The instructions for the lab are attached to the assignment link along with the data files you will need to complete the assignment. Late submission of assignments will result in a 25 point penalty. Download the instructions and the data files to your computer (if required) before beginning the assignment. Then complete the assignment. After completion you will upload your files to Blackboard. Plan ahead and do not wait until the last minute to submit the lab. Blackboard server times may not match your time this becomes particularly critical if you are trying to upload close to the cut-off time. Each student is responsible for doing their own work. You must not work with or obtain assistance for any other student, past or present regarding assignments for this course.
Blackboard Orientation: [http://online.collin.edu/Orientations.html](http://online.collin.edu/Orientations.html) for online orientation.

Blackboard Tutorials: [http://online.collin.edu/Tutorials.html](http://online.collin.edu/Tutorials.html) for tutorials on using common Blackboard and Wimba tools.

Blackboard Help: [http://online.collin.edu/TechnicalSupport.html](http://online.collin.edu/TechnicalSupport.html) for technical support numbers and student technical support. These resources are for login issues, Blackboard crashes, inability for an exam to run, submission errors, etc... For issues related to an assignment not available, an exam not available, a link not visible, a grade not displaying, and other issues related to course content, please contact your instructor.

If you are not familiar with Blackboard or online classes, I suggest that you go to the orientation and tutorials link and familiarize yourself with the concept and structure of online classes.