Welcome to class!

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

**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

**Syllabus:** Read the syllabus for information regarding 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—Lab assignments will be accepted one week past the due date with a 25 point penalty after that one week extension, lab assignments will not be accepted. All quizzes have a due date – late submission will result in a 25 point penalty. You will be given two attempts to take the quiz – the system will post the highest of the two grades. No makup quizzes will be given.
- Technical requirements—computer with Internet connection capable of running Blackboard Learn 9 and Microsoft Excel 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 please use the email in Blackboard – questions sent to any other address will not be answered.
- **Course Expectations:** To participate in the course each week and complete all assignments, quizzes and 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 from 4-8 hours per week beyond the time required for reading. 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. 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:** The textbook that you purchase for this course will be determined by the version of Excel you have installed on your computer.

  If you have Microsoft Excel 2010 then purchase the following textbook:

  **GO! With Microsoft® Excel 2010 Comprehensive**
  Gaskin | Vargas | Marks

  The 2010 version is available at our bookstore if you would like to purchase it there. 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 textbook to complete the assignments. Double check the ISBN numbers on the book that you purchase to make sure you have the correct book.

  If you have Microsoft Excel 2013 then purchase the following textbook:

  **GO! with Microsoft Excel 2013 Comprehensive**
  Shelley Gaskin, Alicia Vargas, Debra Geoghan
  ©2014 • Prentice Hall • Spiral Bound, 704 pp

  You will need to purchase this textbook directly from the publisher or you may order online from [www.amazon.com](http://www.amazon.com) or [www.chegg.com](http://www.chegg.com).

• **Supplies/Software:** We will be using Microsoft Office Excel 2010. This class is PC based, if you are using a Mac you may encounter some problems. The textbook is written for a PC so depending upon your Excel skill level, it could possibly be confusing.

  If you do not have Microsoft Office Excel 2010 you may use the computers any of the Collin College’s campuses. All college libraries and computer labs have the required software.

  Of course, if you have Excel 2013 that is the version you will be using. The college has chosen not to move to the 2013 version this fall. So because of the dilemma of the 2010 version not being readily available, I decided to give the students in my online class the option of learning the newer version if they wanted to. So I will be teaching both versions (2010 and 2013) in one class. When you log into your class you will see two options on the Course Information page –
one will be for 2010 and one for 2013. You will click on the appropriate link to access your quizzes and lab assignments.

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 and will usually be due by Saturday, 11:59 pm.

1. Every **Monday** review the Weekly 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, quiz and attendance then submit as stated in the instructions. Labs will usually be uploaded to an Assignment drop box, quizzes and exams will be completed using the quiz tool. Lab Assignments, quizzes and exams will be graded and you will be able to view feedback in the My Grades area.
   - Multiple-choice quizzes are automatically graded when you upload. 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.
   - Lab Assignments require manual grading and may take a while to grade. When an assignment is uploaded or posted it indicates that you are ready for it to be graded.

Quizzes, Lab Assignments, Attendance and Final Exams:

- **Quizzes (30% of grade)** There will be a quiz for each chapter that is assigned. 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. Late submission of quizzes will result in a 25 point penalty.

- **Lab Assignments (40% of grade)** When a lab is available, you will be able to see the instructions in a file attached to the assignment link. Download the instructions for information on how to complete the assignment. If data files are needed to complete the assignment I have attached them to the assignment link. Please do not just open the files – download them to your computer before opening. After completion you will upload the necessary files to Blackboard.
Lab assignments will be accepted one week past the due date with a 25 point penalty, after that one week extension, lab assignments will not be accepted. 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.

- **Attendance Policy (10% of grade)** For the student enrolled in a web class in order to be counted present for each week you will be required to submit your attendance by:

  1. Go into your course in Blackboard
  2. Select Attendance on the Menu (left side of the page)
  3. Select and open the current week’s attendance link
  4. Answer the question
  5. Click on Submit

  The link for attendance is similar to a quiz link, in that you will answer the question “Do you want to submit your attendance for the current week?” Select the option “Yes” and click on submit. It will automatically grade the submission as 100 and post it in the gradebook. If you select “No” you will not receive a grade and will be counted absent.

  Attendance will count as 10% of your final grade. The assignment will be open from Monday through Saturday – 11:59 pm. It must be submitted during that time period in order to receive credit.

  Late submission will not be accepted, this includes any technological reasons. Be prepared to have access to the required technology besides your personal resources at home.

  If you were enrolled in a campus class, you would have to attend class at least once a week and with an online class sending this document will be your way of attending class. The other reason for doing this is to ensure that you log into the website every week. I am constantly posting new messages to the class - maybe something is not working - maybe there has been a change in a deadline or project. This is the only way I have to communicate with you. Please check your messages every day for new updates.

- **Business Running Cases (1-3) (20% of grade)** The Business Running Cases are considered to be your final exam. There are three cases where you apply the skills you practiced from the objectives in the previous chapters. The cases will be averaged together for a final exam grade.

  **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.