



## **COURSE SYLLABUS**

COURSE CODE: TITLE

**Semester**

### **Office Hours and Communication**

**Lecturer Name:**

**Lecturer Location:**

**E-mail Address:**

**Office Hours:**

**Welcome note from the Lecturer:**

### ***My Commitment***

Contrary to popular thought the online environment can facilitate deeper connections, because of the way it is structured. It provides opportunities that you as learners need to take advantage of by availing yourself of the communication advantages in the online space. As the lecturer I am responsible for facilitating the smooth running of this course. To ensure that everything runs as expected you can expect the following:

- I generally log in at least once a day to review the activities and interactions taking place in the course.
- Once I have been contacted, I will try to respond to your queries and questions within 48 hours. If it is something, I cannot immediately deal with I will indicate so.
- You are expected to use the various means within the course space to communicate with me, understanding that though we are in a virtual space, I am not online all the time.

Each course you participate in is important to your success in the entire programme.

**Course Overview**

**Course Description:**

This course is designed to provide participants with the functional knowledge and skills necessary to produce automated spreadsheets using productivity tools such as Microsoft Excel.

This course is designed to support collaborative and independent learning and cultivate respect for intellectual property and copyright issues.

**Course Objectives:**

On successful completion of this course, learners will be able to:

**Graduate Attributes:**

**Course Assessment**

Module	Assignment (s)	Weighting	Due Date

**Assessment Feedback**

1. Feedback should be provided no later than two weeks after the due date of the assignment. At least one assessment task should be completed, graded and returned to students before the midpoint of the course.
2. Students should be informed of their full coursework grade before the commencement of final examinations. [ Refer to Academic Assessment Policy]

**Resources Required**

***TEXT:***

Hardware

- A computer with an up to date operating system. Preferably less than 5 years old. Chromebooks are not recommended. In choosing a computer consider that may have videos and interactive content.

### PC

- Compatible Operating System: Windows 8 or 10
- Web Browser: Firefox, Chrome, Internet Explorer 11, or Microsoft Edge

### Mac

- Compatible Operating System: OS X
- Web Browser: Firefox, Chrome, Safari
- Other devices: you may access and interact with most course elements, readings, multimedia, email and discussions through tablets and smartphones. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work or be efficient in all elements of the course. It is highly recommended that a computer available to complete coursework.
- Speakers
- Microphone
- Headset
- Webcam
- Some courses may require additional hardware.

### Software:

- Most courses require word processing software.
- High speed internet access
- Individual courses may have additional software requirements. This may include video or audio playing software or a specific software application.

### Additional considerations

- If you will be using a shared internet connection this will impact your connectivity, examples of this are additional household members use of streaming TV, gaming, and other internet usage.
- Wireless connections may be impacted by several factors such as the distance from the router and interference from microwaves and other electronics.
- Your Internet Service Provider's performance may vary throughout the day based on community usage.

### Course Policy

1. Learners are required to engage in both online and face-to-face.
2. Learners must attempt all graded coursework and examinations.
3. Use of electronic devices is permitted during class time, for class activities.
4. Cell phones must be on silent or vibrate during class.

### **Attendance in the Online Environment**

In the online environment the expectation of participation in class through attendance is the same. You are expected to take responsibility for your learning. This means keeping up with the requirements of the course. This is your responsibility! Attendance will be taken in the following ways

- You are required to check the course for updates at least twice weekly.
- You are expected to participate in discussion forums by adding posts. i.e. provide an original post and appropriately respond to your peers [*Check netiquette guidelines for description of appropriate responses*]
- Check and Respond to messages and emails
- Participation in other activities required by the course

A student who misses 15% or more of a course will be deemed to have dropped the course. Note that MOODLE provides the necessary analytics to determine your attendance.

### **Grading Policy**

The following system of grades and accompanying grade points are employed for credit courses at the Sir Arthur Lewis Community College.

Grade	Mark range	Grade Point	Descriptor
A+	90-100	4.0	Exceptional
A	85- 89	3.75	Outstanding
A-	80-84	3.50	Excellent
B+	75-79	3.25	Very Good
B	70-74	3.00	Good
B-	65-69	2.75	Satisfactory
C+	60-64	2.50	Fair
C	55-59	2.25	Acceptable
C-	50-54	2.00	Pass

F	45-49	1.00	Poor
F1	0-44	0.0	Fail

A student must earn a minimum mark of 50% to pass a course. *Individual programmes may have varying programme requirements for pass rates.*

#### Appendix A: Assessment Guidelines- *Student Assessment Policy*

#### **Penalties for Late Assignments:**

When assignments are submitted late a penalty is applied to assignments submitted as well as graded Discussion Forums. This a late penalty be applied in the following way:

- 10% of the marks allocated to the assignment will be deducted for each day beyond the due date of the assignment.

Exceptions to this penalty, **whereby no penalty will be applied**, include:

- Prior approval for late submission granted by the lecturer.
- Extension granted by the lecturer for group work
- Extension granted due to natural disasters
- Extension granted for medical reasons
- Extensions due to personal circumstances such as death in the family.

#### **Plagiarism and Academic Integrity Statement**

Academic integrity represents honesty, accountability and responsibility in academic life. Integrity is one of the values of the Sir Arthur Lewis Community College and the College is therefore committed to adhering to the codes of ethical conduct and practice in executing its academic affairs. Current policy statements related to academic integrity focus on cheating and plagiarism, which are only two of the possible breaches of academic integrity.

#### **Netiquette and General Behaviour**

The expectation of conduct in an online classroom is no different a face- to face classroom the usual courtesies are expected in our online classroom. It is important to respect the contributions and feelings of others and expect that differences of opinion will occur. The expectation is that you exhibit good interpersonal behaviour guided by the *Netiquette Guidelines* within your course.

As you interact within the online environment there are College standards that you must adhere to when you communicate with peers, lecturers and College staff. You are expected to become familiar with these expectations in an effort to maintain respectful and cordial environment.

## **Course Schedule**

**Learning Activities** – *These may be included in the weekly Schedule below*

<b>Week</b>	<b>Topic or Readings</b>	<b>In class Activity</b>	<b>Due Date</b>
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