I. COURSE DESCRIPTION
TECH 2323: Introduction to Computer Applications provides a study of personal computer applications in the business environment with emphasis on specifying, installing, and using business applications and ERP systems such as SAP. (2012-2014 UNDERGRADUATE & GRADUATE CATALOG) https://www.uttole.edu/catalog/12-14/2915.htm

II. REQUIRED TEXT
Students are required to purchase one of the following text options:

Students can access SAM from a computer with an internet connection. SAM is supported on FireFox and Internet Explorer. Adobe Flash Player and Microsoft Office 2013 [see REQUIRED SOFTWARE] are required to run all applications in SAM.

III. COURSE LEARNING OBJECTIVES
- Define and use components of personal computers.
- Prepare a variety of documents through the integration of Microsoft Office 2013 Applications such as: Word, Excel, Access, PowerPoint, etc. for both future business courses and the business environment.
- Demonstrate effective written and visual communication skills.
- Demonstrate an understanding of the process of proper software application selection in varied settings using the available technology.
Demonstrate an understanding of the scope, purpose, and characteristics of Enterprise Resource Planning Systems (ERPs) and their successful implementation in business organizations.

Apply an appropriate understanding of formulas, functions, and charts through Excel.

Develop an appreciation for the impact of computers on business and knowledge of contemporary issues related to business.

IV. COURSE COMPETENCIES

- Computer-based skills – The student will use word processing, spreadsheet, database and electronic presentation programs to engage in Lectures/Trainings, Quizzes, Exams, and Projects; the student will use web-based tools for gaining information and communicating with the instructor and other students.

- Communication skills – The student will exhibit a mastery of both written and interactive computer communication skills in the preparation of Exams and Projects and in aspects of computer application proficiency.

- Problem Solving (Critical Thinking) – The student will use conceptual thinking and problem solving skills to determine and engage in solutions to business scenarios.

- Personal accountability for achievement – The student will complete Lectures/Trainings, Quizzes, Exams, Projects and participate in class discussions as appropriate.

V. COLLEGE OF BUSINESS AND TECHNOLOGY CORE VALUES

- Professional Proficiency
- Technological Competence
- Global Awareness
- Social Responsibility
- Ethical Courage

VI. REQUIRED SOFTWARE

TECH 2323 uses Microsoft Office 2013 which is Windows 7 and Windows 8 compatible. Students may utilize the Microsoft Office 2013 equipped computers in the on-campus computer lab located on the first floor of the business building OR purchase software from the HiEd Website at a discounted rate.

*Using an older version of Microsoft Office or Mac products may not include the required features as outlined in the readings, lectures/trainings, exams, quizzes, assignments, etc.*

*Older versions of Microsoft Office will not be compatible with SAM 2013.*

Course expectations will not be modified for students who chose not to utilize the required software.

Adobe Flash Player can be downloaded for FREE on the Adobe Website.

VII. GRADING POLICY

<table>
<thead>
<tr>
<th>Grade Distribution</th>
<th>Final Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Quizzes</td>
<td>A = 90% +</td>
</tr>
<tr>
<td>Chapter Exams</td>
<td>B = 80% - 89%</td>
</tr>
<tr>
<td>Unit Projects</td>
<td>C = 70% - 79%</td>
</tr>
<tr>
<td>Module Exams (I, II, III/FINAL)</td>
<td>D = 60% - 69%</td>
</tr>
<tr>
<td></td>
<td>F = &lt;60%</td>
</tr>
</tbody>
</table>
VIII. LECTURES/TRAINING
As an online course all lectures will take place via Blackboard and SAM, an interactive online learning environment. Weekly lectures are termed as “Trainings” where you will have the opportunity to observe, practice, and apply the material through interactive self-paced learning. This environment allows you to work through the course at a pace that adapts to your experience with the content. If you need more time on a specific skill you can observe the task, practice the task, and then apply your knowledge before moving on to the next objective. If you are more proficient in a specific area you can apply your knowledge and then move-on to the next objective.

Lectures include audio and visual observance, interactive practice, and the ability to apply the skills within each Microsoft Office Application as you click through the Training. Lectures/Trainings are to be completed prior to Quizzes, Exams, and Projects on the assigned week. PowerPoint lecture slides are available within the Blackboard Module to use in conjunction with the Lectures/Trainings.

IX. CHAPTER QUIZZES (26%)
The semester will consist of 13 Chapter Quizzes. The Chapter Quiz average is 26% of the overall semester grade. Chapter Quiz questions are created based on class readings, lectures/trainings, PowerPoint’s, supplemental readings, videos, etc.

Students are expected to complete the assigned Chapter Quiz by the outlined due date located within the Blackboard Module, SAM, and the Course Schedule. Chapter Quizzes will consist of 10 multiple choice questions covering objectives within the chapter. Chapter Quizzes are to be completed individually. Chapter Quizzes are proctored in SAM and are made available from the start of the semester to the assigned due date.

**Make-up Chapter Quizzes will NOT be permitted**; it is the student’s responsibility to plan his/her academic schedule in advance. This course is designed to allow students to work ahead within the Module thus eliminating scheduling conflicts.

X. CHAPTER EXAMS (26%)
The semester will consist of 13 Chapter Exams. The Chapter Exam average is 26% of the overall semester grade. Chapter Exams are to be completed individually and are proctored through an interactive online environment where students will demonstrate their ability to complete tasks within each chapter. Chapter Exams are modeled after weekly Lecture/Trainings in SAM.

Students are expected to complete the assigned Chapter Exam by the outlined due date located within the Blackboard Module, SAM, and the Course Schedule. Chapter Exams will consist of demonstration exercises based on prompted questions through the interactive environment of SAM. Chapter Exams will be proctored in SAM and are available from the start of the semester to the assigned due date.

**Make-up Chapter Exams will NOT be permitted**; it is the student’s responsibility to plan his/her academic schedule in advance. This course is designed to allow students to work ahead within the Module thus eliminating scheduling conflicts.
XI. UNIT PROJECTS (18%)
The semester will consist of 4 Unit Projects. The Unit Project average is 18% of the overall semester grade. Unit Projects are an individual demonstration of skills through the use of Microsoft Office applications. Each Unit Project will demonstrate the individual student’s knowledge of course content.

Students are expected to complete the assigned Unit Project by the outlined due date located within the Blackboard Module, SAM, and the Course Schedule. Unit Projects will be opened and submitted in SAM and are made available from the start of the semester to the assigned due date. Directions for the Unit Project are outlined within the assigned Blackboard Module and in SAM.

Make-up Unit Projects will NOT be permitted; it is the student’s responsibility to plan his/her academic schedule in advance. This course is designed to allow students to work ahead within the Module thus eliminating scheduling conflicts.

XII. EXAMS (30%)
This course consists of three exams: EXAM I, EXAM II, and EXAM III/FINAL. Each Exam is individually worth 10% of the overall course grade thus equaling a total of 30%. Exams may consist of matching, multiple choice, and demonstration questions.

Students are expected to complete the assigned Exam by the outlined due date located within the Blackboard Module, SAM, and the Course Schedule. Exams will be proctored on the assigned dates in SAM.

Make-up Exams will NOT be permitted; it is the student’s responsibility to plan his/her academic schedule in advance. Students may only complete the Exam during the scheduled time. Arrangements for an alternate testing time must be made with the Instructor a minimum of 1 week prior to the scheduled exam date.

XIII. ONLINE ATTENDANCE/MAKE UP POLICY
Online courses require discipline, self-motivation, organization, commitment, and time. It is expected that students log into Blackboard and SAM a minimum of three times EACH week beginning on Monday and ending on Friday to engage in the course content. Directions for accessing and using SAM are located in Blackboard within this Course under ‘SAM’.

Attendance includes but is not limited to: actively participating in class discussions using Blackboard Discussion Board, completing SAM Trainings, Exams, Quizzes, and Projects by the assigned due dates, and reading each chapter and taking notes. This online course has been designed in a way that allows students to work ahead within the assigned Module. It is the individual student’s responsibility to plan his/her academic schedule in advance; make-up dates for Quizzes, Exams, and Projects are not permitted.
XIV. SCHOLASTIC DISHONESTY

Scholastic Dishonesty will not be tolerated in this course. Any student who is suspected of engaging in any form of Scholastic Dishonesty will be subject to disciplinary action through the office of Judicial Affairs. In addition, the student will receive no credit for the assigned task and may possibly be awarded a failing grade for the semester. Please note ALL coursework is to be completed individually unless specifically noted as “Group Work” within the Blackboard Module, SAM, and the Course Schedule.

Examples of Scholastic Dishonesty

The policies listed below are taken from Section 8-802 of the Manual of Policy and Procedures:

"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.

1. "Cheating" includes, but is not limited to:
   A. copying from another student's test paper; using during a test materials not authorized by the person giving the test;
   B. failing to comply with instructions given by the person administering the test;
   C. possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes.” The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
   D. using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
   E. collaborating with or seeking aid from another student during a test or other assignment without authority;
   F. discussing the contents of an examination with another student who will take the examination;
   G. divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student;
   H. substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
   I. paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
   J. falsifying research data, laboratory reports, and/or other academic work offered for credit;
   K. taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
   L. misrepresenting facts, including providing false grades or résumés, for the purpose of obtaining an academic or financial benefit for oneself or another individual or injuring another student academically or financially.

"Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one's own academic work offered for credit.
"Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

"Falsifying academic records" includes, but is not limited to, altering or assisting in the altering of any official record of the university or the University of Texas System, the submission of false information or the omission of requested information that is required for or related to any academic record of the university or the University of Texas System. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

For more information on Scholastic Dishonesty, please see Section 8-304, Section 8-503, and Section 8-802 of Chapter 8 of the Manual of Policy and Procedures.
XVI. UNIVERSITY POLICIES

i. STUDENTS RIGHTS AND RESPONSIBILITIES
   To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www2.uttyler.edu/wellness/rightsresponsibilities.php

   ii. GRADE REPLACEMENT/FORGIVENESS AND CENSUS DATE POLICIES
       Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.
       The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:
       • Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
       • Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
       • Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
       • Being reinstated or re-enrolled in classes after being dropped for non-payment
       • Completing the process for tuition exemptions or waivers through Financial Aid.

   iii. STATE-MANDATED COURSE DROP POLICY
       Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).
       Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.
iv. **DISABILITY SERVICES**
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

v. **STUDENT ABSENCE DUE TO RELIGIOUS OBSERVANCE**
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

vi. **STUDENT ABSENCE FOR UNIVERSITY-SPONSORED EVENTS AND ACTIVITIES**
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

vii. **SOCIAL SECURITY AND FERPA STATEMENT**
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

viii. **EMERGENCY EXITS AND EVACUATION**
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do Not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.
## XVII. COURSE SCHEDULE*

*Course Schedule is subject to change throughout the semester; students will be notified of changes via Blackboard.

**see Blackboard Module Pages for directions on outlined Trainings, Projects, and Quizzes

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Course Content/Readings</th>
<th>Due Dates**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan. 13th</td>
<td>Syllabus, Introduction Post, Course Content, and Course Expectations</td>
<td>Introduction Post due Friday Jan. 17th</td>
</tr>
<tr>
<td>2</td>
<td>Jan. 20th</td>
<td><strong>Office 2013 and Windows 8:</strong> Essential Concepts and Skills</td>
<td>Training, Exam, and Quiz due Friday Jan. 24th</td>
</tr>
<tr>
<td>3</td>
<td>Jan. 27th</td>
<td><strong>Microsoft Word Chapter 1:</strong> Creating, Formatting, and Editing a Word Document with a Picture</td>
<td>Training, Exam, and Quiz due Friday Jan. 31st</td>
</tr>
<tr>
<td>4</td>
<td>Feb. 3rd</td>
<td><strong>Microsoft Word Chapter 2:</strong> Creating a Research Paper with References and Sources</td>
<td>Training, Exam, and Quiz due Friday Feb. 7th</td>
</tr>
<tr>
<td>5</td>
<td>Feb. 10th</td>
<td><strong>Microsoft Word Chapter 3:</strong> Creating a Business Letter with a Letterhead and Table</td>
<td>Training, Exam, Quiz, and Project 1 due Friday Feb. 14th</td>
</tr>
<tr>
<td>6</td>
<td>Feb. 17th</td>
<td><strong>EXAM I</strong> [Introduction to Technology, Office 2013, Windows 8, and Word 2013]</td>
<td>Exam Opens Wed. Feb. 19th 8:00am Exam Closes Fri. Feb. 21st 5:00pm</td>
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<tr>
<td>7</td>
<td>Feb. 24th</td>
<td><strong>Microsoft PowerPoint Chapter 1:</strong> Creating and Editing a Presentation with Pictures</td>
<td>Training, Exam, and Quiz due Friday Feb. 28th</td>
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<tr>
<td>8</td>
<td>March 3rd</td>
<td><strong>Microsoft PowerPoint Chapter 2:</strong> Enhancing a Presentation with Pictures, Shapes, and WordArt <strong>Microsoft PowerPoint Chapter 3:</strong> Reusing a Presentation and Adding Media and Animation</td>
<td>Training, Exam, and Quiz due Friday March 7th</td>
</tr>
<tr>
<td>9</td>
<td>March 10th</td>
<td><strong>SPRING BREAK</strong></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>March 17th</td>
<td><strong>Microsoft Excel Chapter 1:</strong> Creating a Worksheet and a Chart</td>
<td>Training, Exam, and Quiz due Friday March 21st</td>
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<tr>
<td>11</td>
<td>March 24th</td>
<td><strong>Microsoft Excel Chapter 2:</strong> Formulas, Functions, and Formatting</td>
<td>Training, Exam, and Quiz due Friday March 28th</td>
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<tr>
<td>12</td>
<td>March 31st</td>
<td><strong>Microsoft Excel Chapter 3:</strong> Working with Large Worksheets, Charting, and What-If Analysis</td>
<td>Training, Exam, Quiz, and Project 3 due Friday April 4th</td>
</tr>
<tr>
<td>13</td>
<td>April 7th</td>
<td><strong>EXAM II</strong> [PowerPoint 2013 and Excel 2013]</td>
<td>Exam Opens Wed. April 9th 8:00am Exam Closes Fri. April 11th 5:00pm</td>
</tr>
<tr>
<td>14</td>
<td>April 14th</td>
<td><strong>Microsoft Access Chapter 1:</strong> Databases and Database Objects: An Introduction</td>
<td>Training, Exam, and Quiz due Friday April 18th</td>
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<tr>
<td>15</td>
<td>April 21st</td>
<td><strong>Microsoft Access Chapter 2:</strong> Querying a Database</td>
<td>Training, Exam, and Quiz due Friday April 25th</td>
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<tr>
<td>16</td>
<td>April 28th</td>
<td><strong>Microsoft Access Chapter 3:</strong> Maintaining a Database ERP/SAP</td>
<td>Training, Exam, Quiz, and Project 4 due Friday May 2nd</td>
</tr>
<tr>
<td>17</td>
<td>May 5th</td>
<td><strong>EXAM III/FINAL</strong> [Access 2013, ERP/SAP, Overview]</td>
<td>Exam Opens Tues. May 6th 8:00am Exam Closes Wed. May 7th 5:00pm</td>
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</tbody>
</table>