

Personalizing Your Course Syllabus

- Many sections of your syllabus will be completed for you. Several examples are:
 - Credit hours
 - Contact hours
 - Prerequisites
 - Course description
 - General Education Outcomes
 - Course Student Learning Outcomes
 - Class attendance Policy and College Sponsored Activities
 - Productive Classroom Learning Environment
 - Plagiarism Policy
 - Campus Closings
 - Academic Accommodations
 - Midterm Grades
 - Emergency Information
 - Other Information
- Other sections will require you to fill in your course information and policies. Several examples are noted in blue text on the sample syllabus below:
 - Instructor
 - Instructor Information
 - Section Information
 - Required Course Material
 - Late work/Make up Test Policy
 - Student Evaluation
 - Grading Scale
 - Drop Date
 - Final Exam Information
 - Other Information

You will note the need to personalize information is noted with italic print:

STUDENT EVALUATION	<i>[List the grading criteria that is used in your class, indicating such things as points for assignments, papers, tests, journals, class participation, due dates, etc.]</i>
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Kirkwood Community College Course Syllabus Microcomputer Literacy BCA-189 Fall 2018	
INSTRUCTOR	Victoria Romano
INSTRUCTOR INFORMATION	Email: Vicky.Romano@Kirkwood.edu Office Hours: Fridays 9:30-11:00am Cedar Hall 2085 and By Appointment Phone: 319-398-5899 x4189 Mailbox: 205 Nielsen Hall (Business/IT Office)
SECTION INFORMATION	BCA-189-CRF02 8:00am-9:30am Fridays 235 Nielsen Hall
CREDIT HOURS	1 credit hour (0.5 lecture credits, 0.5 lab credits, 0 clinic credits, 0 internship credits).
CONTACT HOURS	8 lecture hours, 16 lab hours, 0 clinic hours, 0 internship hours
PREREQUISITES	None
COURSE DESCRIPTION	Introduces the student to the personal computer concepts and basic computer applications. Students gain knowledge and skills in the basic concepts of Microsoft Windows and Word. They also gain experience using the Internet and email. The course introduces students to spreadsheet and presentation software. This introductory course is intended for students with no knowledge or experience using personal computers.
ARTS & SCIENCE ELECTIVE CODE	Applied Science
REQUIRED COURSE MATERIALS	<p>This course requires publisher digital content through the Kirkwood Bookstore's Day 1 Digital program. Day 1 Digital is a new textbook model that converts physical, printed course materials into instantly accessible, totally interactive and adaptive digital content. The Kirkwood Bookstore, publishers, and faculty collaborate to make the digital course material available to every student on the first day of class through Talon. Prices have been negotiated with the publishers by the Bookstore which provides these materials at the most affordable rate. You have the opportunity to opt-out from this, but please note that these materials will not be found at a lower price than what is being offered.</p> <p>You have been charged for this course material on your student account. For students who would still like a printed copy to supplement the digital content there is a discounted loose-leaf textbook available for purchase at the Kirkwood Bookstore. The title of the textbook is as follows:</p> <ul style="list-style-type: none"> • Microcomputer Literacy with Microsoft Office Custom Package, Author: Shelly/Cashman, Cengage Learning (ISBN: 978-1-33-77-8377-4) Copyright 2017. • 3-Ring Binder for the book <p>Please contact the Kirkwood Bookstore with any questions regarding the Day 1 Digital program or materials for this course.</p>

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GENERAL EDUCATION OUTCOMES	<p>The Kirkwood faculty has identified the following general education outcomes as a major theme of this course.</p> <ul style="list-style-type: none"> • Students will possess skills for further learning and the general workplace.
COURSE STUDENT LEARNING OUTCOMES AND COMPETENCIES	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Be able to apply the fundamentals of Windows 7, including the underlying functionality of Windows 7 so they are more productive. 2. Be acquainted with the proper procedures to manage and organize document storage options. 3. To acquaint students with the proper procedures to create documents, presentations, and worksheets. 4. Be able to apply the fundamentals of Microsoft Word 2013, Microsoft PowerPoint 2013, and Microsoft Excel 2013, including the underlying functionality of Office 2013 so they are more productive. 5. Be able to create and send E-mail, including attachments. 6. Be able to navigate and perform basic Internet searches.
LATE WORK/MAKE-UP TEST POLICY	<p>All due dates are stated clearly in TALON and in class announcements. Late assignments will only be accepted if an emergency arises. Students should notify the instructor as soon as possible so arrangements can be made – with discretion – for students to submit assignments without penalty.</p>
CLASS ATTENDANCE POLICY AND COLLEGE SPONSORED ACTIVITIES	<p>As stated in the Student handbook: In compliance with Public Law 105-244, Kirkwood Community College makes a wide variety of general institutional information available to students. For additional information, go to: http://www.kirkwood.edu/site/index.php?p=32303</p> <p>Participation points are given for active participation in class and the completion of in class exercises. Each class session will have 20 points available. A score of 0 will be recorded for each absence.</p>
PRODUCTIVE CLASSROOM LEARNING ENVIRONMENT	<p>We believe that the best learning takes place in an environment where faculty and students exhibit trust and mutual respect.</p> <p>In a productive learning environment, faculty and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.</p>
PLAGIARISM POLICY	<p>See Student Policies: Academic and Enrollment Policies http://www.kirkwood.edu/site/index.php?p=32303</p>
CAMPUS CLOSINGS	<p>See Student Policies: General Policies and Student Rights http://www.kirkwood.edu/site/index.php?p=32309</p>

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ACADEMIC ACCOMMODATIONS	<p>Students with specific academic and/or classroom needs may request individualized accommodations. Students wishing to request accommodations should complete an 'Accommodation Request Form' which is available at the Learning Services office, 2063 Cedar Hall, or online at http://www.kirkwood.edu/accommodations. Students will be asked to provide documentation supporting their request. An accommodation plan must be completed each semester and given to instructors before academic accommodations will be provided.</p>																								
MIDTERM GRADES	<p>A midterm grade will be calculated and posted on EagleNet. The midterm grade is a grade-in-progress, and will not affect your official GPA, nor will it impact financial aid. The midterm grade has three purposes: first, to communicate your academic performance; second, to provide opportunities for you to discuss your progress with your instructor; and third, to allow Kirkwood to design college-wide intervention programs that will improve student success.</p>																								
STUDENT EVALUATION	<p><i>[List the grading criteria that is used in your class, indicating such things as points for assignments, papers, tests, journals, class participation, due dates, etc.]</i></p>																								
GRADING SCALE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">93%-100%</td> <td style="text-align: center;">C</td> <td style="text-align: center;">73%-76%</td> </tr> <tr> <td style="text-align: center;">A-</td> <td style="text-align: center;">90%-92%</td> <td style="text-align: center;">C-</td> <td style="text-align: center;">70%-72%</td> </tr> <tr> <td style="text-align: center;">B+</td> <td style="text-align: center;">87%-89%</td> <td style="text-align: center;">D+</td> <td style="text-align: center;">67%-69%</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">83%-86%</td> <td style="text-align: center;">D</td> <td style="text-align: center;">63%-66%</td> </tr> <tr> <td style="text-align: center;">B-</td> <td style="text-align: center;">80%-82%</td> <td style="text-align: center;">D-</td> <td style="text-align: center;">60%-62%</td> </tr> <tr> <td style="text-align: center;">C+</td> <td style="text-align: center;">77%-79%</td> <td style="text-align: center;">F</td> <td style="text-align: center;">59% or less</td> </tr> </tbody> </table>	A	93%-100%	C	73%-76%	A-	90%-92%	C-	70%-72%	B+	87%-89%	D+	67%-69%	B	83%-86%	D	63%-66%	B-	80%-82%	D-	60%-62%	C+	77%-79%	F	59% or less
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DROP DATE	<p>To find the last day to get a refund, go to EagleNet for Students, then Search for Sections, then click the link for this term's Last Day to Drop and Refund Dates list.</p> <p>http://www.kirkwood.edu/lastdaytodrop</p> <div style="background-color: #4F81BD; color: white; padding: 10px; text-align: center; margin: 10px 0;"> <p>Place Course Start Date, Refund Dates, and End Dates</p> </div> <p>Details of the refund schedule can be found under Academic & Enrollment Policies at: http://www.kirkwood.edu/site/index.php?p=35066</p>																								

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FINAL EXAM INFORMATION	Final exams are scheduled during the last week of the term from 12-7-18 to 12-13-18. The final exam for this class is scheduled on Wednesday, December 12 at 8-9:50am.
EMERGENCY INFORMATION	See Facilities: Emergency/Crisis Information http://www.kirkwood.edu/site/index.php?p=7987
OTHER INFORMATION	All assignments should be submitted through Kirkwood's e-Learning System, TALON. TALON is a suite of online tools facilitating distance learning. More details on TALON and submitting assignments will be provided in class. Each student is responsible for being familiar with the information in the Student Handbook. Failure to read the regulations will not be considered an excuse for non-compliance. A copy is available at http://www.kirkwood.edu/handbook Check Refund Policy at: http://www.kirkwood.edu/site/index.php?p=35066