This is a sample syllabus to demonstrate the workload for this course. The actual content and assignments may be different from what you see here.

PEIRCE COLLEGE 7-WEEK SYLLABUS
Online
Session Year

Course Title: Introduction to Word Processing & the Internet

Professor:

Course Number: BIS101

Office:

Course Prerequisite: None

Office Hours:

Credits: 3

Telephone:

Class Day/Hours:

Email:

Class Dates:

Fax:

Required Text(s):

(This book can be purchased from the Peirce College Bookstore, or directly from the publisher for a 10% discount at www.coursedirect.com)


Course Description:

This is an information and computer literacy course that covers topics needed by all to work with and around computers and information. Basic computer concepts including how workplace networks are configured will be covered. Students will learn about the Internet, how to research information on the Internet, and how to locate and evaluate information they find. Privacy and security issues pertaining to the Internet will be covered. Additionally, the course will cover the basics of word processing in Microsoft Word, including editing; formatting; creating tables; and inserting graphics, borders, and images.

Learning Outcomes:

Upon completing this course, students will:

• Define basic computer concepts
• Define how a network is used in the workplace
• Define the Internet and describe how it is used
• Understand how to use the Internet to perform research
• Identify resources available from the library and on the Internet
• Identify the MLA writing format
• Define, discuss, and apply the concepts of basic word processing
• Apply the MLA writing format and word processing concepts
Class Requirements:

Students need to have Microsoft Office Professional (Word) software installed to complete the Microsoft Word assignments for this course. Peirce College will provide students with a copy of this software. Click on the following link to request your copy of Microsoft Office software (opens in a new window).

Students are expected to spend between 4-6 hours per week on reading and course content. Weekly homework may take an additional 6-8 hours per week. Students should set aside time in their schedules to be sure they can complete the work for this course.

Learning Outcomes Assessment:

Final course grades will be determined as follows:

- Weekly Assignments (200 points)
- Weekly Quizzes (340 points)
- Hands-on Assignments (280 points)
- Research Paper (100 points)
- Final Hands-On Assessment (80 points)

Grading:

The following chart illustrates the grading system at Peirce College:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Course Average</th>
<th>Grade Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>None</td>
</tr>
<tr>
<td>W</td>
<td>Voluntary Withdrawal</td>
<td>None</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Grades are calculated and submitted by the instructor within 48 hours of the completion of a course. Final grades are based on the performance of class requirements as stated in the course syllabus and/or modified during the course by the instructor. Grades submitted become part of the College’s permanent student records. Failed courses in major subjects must be repeated at Peirce College. A major subject is a course that is required by the student’s degree program. Courses in which grades of F, D-, D, D+, or C- are earned may be repeated no more than once. In the case of repeated courses, the original grade earned will remain on the
transcript, although it will not be computed in the grade point average. Courses for which a grade of "C" or better has been earned may not be repeated for the purpose of improving grades. A student who wishes to contest a grade must do so within 30 calendar days of receipt of the grade. See the Academic Grievance Policy for procedures for contesting a grade.

Students are allowed seven (7) calendar days from the start date of a course to drop the course and receive 100% tuition reimbursement. If a course is dropped after the seventh day, full tuition is charged for the course. The student is responsible for initiating the drop process with his/her Program Advisor. (See Drop/Add Policy.)

Students may add a course only during the first seven (7) calendar days after the course has started. A course cannot be added after the seventh day. Full tuition will be charged for a class that is added under these circumstances. The student is responsible for initiating the add process with his/her Program Advisor. Students are also responsible for contacting the professor and obtaining new textbooks or any missed work for their newly added course. (See Drop/Add Policy.)

It is the student’s responsibility to withdraw from a course. Instructors do not have the authority to enter a grade of W. If a student voluntarily withdraws by the withdrawal deadline as stated on the academic calendar by completing the necessary paperwork, a grade of W will appear on the final grade sheet. If a student fails to attend a course for which the student is registered and the student fails to properly withdraw, the student will receive an F for the course and be charged for the course. (See the Withdrawal from Class Policy.)

Incomplete grades are assigned due to illness, emergency, or extenuating circumstances. The student must make a written request for an Incomplete to the instructor 24 hours before the last class session. The student has 14 calendar days from the date of the last class session to resolve the Incomplete. After 14 calendar days have elapsed since the date of the last class session, the Incomplete will automatically convert to an F. Incomplete grades are approved at the sole discretion of the College and should not be considered the norm.

Netiquette:

- Utilize the rules of good grammar, punctuation, and word choice for all written responses.
- Show consideration and respect for diverse points of view.
- Respond to individuals professionally; never write anything that you would not want others to see.
- Utilize the same rules of etiquette that one would use with others when conversing on the phone.
- Avoid using vulgar language.
- Avoid using flaming language - be insightful, not incite-ful.
- Make meaningful contributions to discussions; do more than just ask questions. Offer opinions and answers using facts to back your findings.
- Do not type in all capitals; it may be perceived as shouting.
- When sending emails, be sure to address the recipient and to identify yourself.

Disability Accommodations:
Please consult the Peirce College Policy Handbook for information on Disability Services (opens in a new window).

**Academic Honesty:**

Please consult the Peirce College Policy Handbook for information on the Academic Honesty Policy (opens in a new window).

Consult the Library Web Site [http://library.peirce.edu](http://library.peirce.edu) (opens in a new window) for additional information on plagiarism.

**Attendance and Participation Policy:**

Please consult the Peirce College Policy Handbook for information on the Attendance and Participation Policy (opens in a new window).

**Faculty Response Time**

Please consult the Peirce College Policy Handbook for information on Faculty Response Time (opens in a new window).

**Optional:**

Students who wish to obtain industry certification should review the information under the Certification Content Item under Course Home. Upon completion of this course and BIS 111, students will have completed the fundamentals required to study for the three IC3 certification exams.

**Course Outline:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Content Coverage and In Class Activities</th>
<th>Assignments</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Computing Fundamentals Lessons 1, 2, and 3</td>
<td>Weekly Assignment</td>
<td></td>
</tr>
<tr>
<td>Two</td>
<td>Computing Fundamentals Lessons 4, 5, and 6 Quiz on Week One Content</td>
<td>Weekly Assignment Content Quiz</td>
<td></td>
</tr>
<tr>
<td>Three</td>
<td>Living Online Lessons 23, 25, and 26 Quiz on Week Two Content</td>
<td>Weekly Assignment Content Quiz</td>
<td></td>
</tr>
<tr>
<td>Four</td>
<td>Living Online Lessons 27, 28, and 29 Library Databases and MLA Quiz on Week Three Content Quiz on Library Tutorial</td>
<td>Weekly Assignment Hands-on Work Content Quiz and Library Quiz Research Paper (due beginning wk7)</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Content</td>
<td>Weekly Assignment</td>
<td>Content Quiz</td>
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</tr>
<tr>
<td>Five</td>
<td>Key Applications Lessons 11, 12, and 13 Quiz on Week Four Content</td>
<td>Weekly Assignment Content Quiz Hands-on Work</td>
<td></td>
</tr>
<tr>
<td>Six</td>
<td>Key Applications Lessons 14, and 15 Quiz on Week Five Content</td>
<td>Content Quiz Hands-on Work</td>
<td></td>
</tr>
<tr>
<td>Seven</td>
<td>Final Hands-on Assessment Quiz on Week Six Content</td>
<td>Research Paper Content Quiz Final Hands-on Assessment</td>
<td></td>
</tr>
</tbody>
</table>