
**Business Technology
Southwest College**

**POFT 1325-Business Math and Machine Applications**

**CRN 80539 – Spring 2014**

**Distance Education**

**3 hour lecture course / 48 hours per semester/ 16 weeks**

**Instructor: Rhonda Johnson**

**Instructor Contact Information: Phone: 713-718-8792 Jmail: Eagle Online2**

**Office location and hours**

Please feel free to contact me concerning any problems that students are experiencing in this course. Students do not need to wait until students have received a poor grade before asking for my assistance. Student performance in my class is very important to me. I am available to hear student concerns and just to discuss course topics. Office hours are upon request.

**Course Description**POFT 1325: The primary purpose of this course is to survey the basic arithmetic functions (addition, subtraction, multiplication, division, fractions, percentages, and decimals) and relate these functions to actual business problems and situations; with emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.

**Prerequisites**None

**The final withdrawal deadline for regular term classes is March 31, 2014 at 4:30 PM.**

**FINAL EXAM: May 3-5, 2014**

**Instructional Materials: TEXTBOOK**

Practical Business Math Procedures Brief with Business Math Handbook, Student DVD Volume 2, WSJ insert, 11th Edition

|  |
| --- |
| Jeffrey Slater, NORTH SHORE COMM COLLEGE  |
| Softcover |
| ©2011, ISBN: 0077362357 |
|

|  |  |
| --- | --- |
|  |  |
|  |  |

 |

**The final withdrawal deadline for regular term classes is March 31, 2014 at 4:30 PM.**

**Program Learning Outcomes**The student will be able to:

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.
4. The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

**Student Learning Outcomes**

1. Students will identify vital questions, problems, or issues and evaluate the reasonableness of a solution.
2. Students will analyze, compose, and assess the validity of an argument.
3. Students will analyze multiple representations of quantitative information, including graphical, formulaic, numerical, and verbal.
4. Students will select and evaluate the accuracy, credibility, and relevance of information sources.

**Learning Objectives**

1. Have knowledge of basic mathematical and algebraic terms (1.1; 1.2).
2. Improve his or her knowledge and understanding of decimals, fractions, and percentages in order to handle his or her personal finances in the most profitable manner (1.1; 1.2; 1.3).
3. Obtain knowledge and understanding of payroll and deduction processes.
4. Increase his or her knowledge of the various taxes: payroll deduction, city and state sales taxes, etc (1.1; 1.3).
5. Become familiar with banking services and savings plans and become proficient at balancing a checkbook with a bank statement (1.1; 1.3; 1.4).
6. Become knowledgeable about consumer credit and the cost of using credit cards, charge cards, bank loans, etc (1.1; 1.2; 1.4).
7. Acquire an understanding of the metric system and be able to convert the basics of metric measurement into the standard American measuring system and vice-versa (1.1; 1.2; 1.3; 1.4).

**Scans**

**Manage Resources: Identifies, organizes, plans, and allocates resources**

Students in POFT 1325—Business Math and Machine Calculations have to be able to appropriately allocate their time in order to complete class assignments in a timely fashion. They must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities as well as workbook activities related problem solving.

**Interpersonal: Works with others**

Students in POFT 1325— Business Math and Machine Calculations at times work together in groups. Many times these groups are randomly selected, thus giving the students an opportunity to interact with different types of students. Students must learn to use leadership skills, learning skills, negotiating skills, and evaluating skills as they work together to accomplish a common goal.

**Information: Acquires and uses information**

Students in POFT 1325— Business Math and Machine Calculations must acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, the Internet, and reference books available in the classroom. Most importantly, students must use computers to process information and to perform various tasks.

**Technology: Works with a variety of technologies**

Students in POFT 1325— Business Math and Machine Calculations must work with spreadsheet technology specific to mathematical tasks.

**Foundation Skills**

Students in POFT1325— Business Math and Machine Calculations must demonstrate basic skills: read, write, listen and speak. The student must learn to locate, understand, and interpret written information from the textbook, workbook, and machine calculation applications.

Students in POFT 1325— Business Math and Machine Calculations must demonstrate thinking skills: think creatively, make decisions, solve problems, visualize, know how to learn, and reason in many activities regarding records management.

Students in POFT 1325— Business Math and Machine Calculations must also demonstrate personal qualities: display--responsibility, self-esteem, sociability, self-management, and integrity and honesty.

#### A THREE-PART FOUNDATION

**Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

1. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
2. Writing—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
3. Arithmetic/Mathematics—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
4. Listening—receives, attends to , interprets, and responds to verbal messages and other cues
5. Speaking—organizes ideas and communicates orally

**Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons**

1. Creative Thinking—generates new ideas
2. Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
3. Problem Solving—Recognizes problems and devises and implements plan of action
4. Seeing Things in the Mind’s Eye—organizes, and processes symbols, pictures, graphs, objects, and other information
5. Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills
6. Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

**Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty**

1. Responsibility—exerts a high level of effort and perseveres towards goal attainment
2. Self-Esteem—believes in own self-worth and maintains a positive view of self
3. Sociability—demonstrates understanding, friendliness, and adaptability, empathy, and politeness in-group settings.
4. Self-Management—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
5. Integrity/Honesty—chooses ethical courses of action

**16 WEEK CALENDAR**

**WEEK ONE**

Orientation and Pretest

 Chapter 1: Whole Numbers; How to Dissect and Solve Word Problems

**WEEK TWO**

Chapter 2: Fractions

**WEEK THREE**

Chapter 3: Decimals

**WEEK FOUR**

Chapter 4: Banking

**WEEK FIVE**

Chapter 5: Solving for the Unknown: A How-to Approach for Solving Equations **WEEK SIX**

Chapter 6 Percents and Their Applications

 **WEEK SEVEN**

Chapter 7: Discounts: Trade and Cash

**MIDTERM EXAM**

**WEEK EIGHT**

Chapter 9**:** Payroll

**WEEK NINE**

Chapter 10: Simple Interest

**WEEK TEN**

Chapter 11: Promissory Notes, Simple Discounts Notes and the Discount Process

**WEEK ELEVEN**

Chapter 12: Compound Interest and Present Value

**WEEK TWELVE**

Chapter 13: Annuities and Sinking Funds

**WEEK THIRTEEN**

Chapter 14: Installment Buying, Rule of 78, and Revolving Charge Credit Cards

**WEEK FOURTEEN**

Chapter 15: The Cost of Home Ownership

**WEEK FIFTEEN**

Chapter 16: How to Read, Analyze, and Interpret Financial Reports

**WEEK SIXTEEN**

 **FINAL EXAM**

**Instructional Methods**

POFT 1325 is a required course for certain Business Technology certificate and AAS degrees.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with knowledge concerning business math and machine calculations, modeling good teaching strategies, and organizing and monitoring the field experience that allows students to connect the information that students learn in this course to the real world of education.

As a student wanting to learn about business math and machine calculations, it is student’s responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in activities, and attend class.

**Student Assignments**

Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that students will need to remember for student success in student reaching student goals.
Submit assignments under the Assignment Icon unless unspecified otherwise by 11:30 p.m. of the due date.  Assignments will lose 10 percent per day for all late assignments.  No assignment more than 3 days late will be accepted without documented emergencies.

**Reading Requirements**

Students are responsible for reading all assigned material. Students must be familiar with the Review and Discussion Questions in each chapter in order to pass the exams for this class. It is very important that students read assigned lessons before class. To insure that students are reading, pop quizzes will be given from the review questions.

**Instructor Requirements**

As student Instructor, it is my responsibility to**:**

* Provide the grading scale and detailed grading formula explaining how student grades are to be derived
* Facilitate an effective learning environment through class activities, discussions, and lectures
* Description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness and make up
* Provide the course outline and class calendar which will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student’s responsibility to**:**

* Attend class and participate in class activities
* Read and comprehend the textbook
* Complete the required assignments and exams on time:
* Ask for help when there is a question or problem

**Note to Students**

If students have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If student concerns are not resolved, students are encouraged to meet with my supervisor, Ms. Willie Caldwell, Department Chair, at
713-718-7808 or Room N109 Scarcella Building.

**Program/Discipline Requirements**

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today’s dynamic work environment. Distance Education students in Business Math and Machine Calculations must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities as well as workbook activities related to Business Math.

**Grading**

Student instructor will conduct quizzes, exams, and assessments that students can use to determine how successful students are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If students find students are not mastering the material and skills, students are encouraged to reflect on how students study and prepare for each class. Student instructor welcomes a dialogue on what students discover and may be able to assist students in finding resources on campus that will improve student performance.

Daily activities include class participation, assignments, and applications:

90-100 A

80-89 B

70-79 C

60-69 D

Below F

|  |  |
| --- | --- |
| Class Assignments/Applications | 60% |
| Tests/Final Exam | 40% |
| Total | 100% |

**Instructional Materials: TEXTBOOK**

Practical Business Math Procedures Brief with Business Math Handbook, Student DVD Volume 2, WSJ insert, 11th Edition

|  |
| --- |
| Jeffrey Slater, NORTH SHORE COMM COLLEGE  |
| Softcover |
| ©2011, ISBN: 0077362357 |

**The final withdrawal deadline for regular term classes is March 31, 2014 at 4:30 PM.**

**Policies and Procedures for Distance Education Students with ADA Accommodations**

**Procedures to Obtain Accommodation Letters:**

1. Students with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC campus [Disability Support Services](http://www.hccs.edu/hccs/future-students/disability-services) (DSS) Counselor at the beginning of each semester. Instructors are authorized to provide only the accommodations requested by the DSS office.
2. Students who register for online DE courses must notify their campus Disability Support Services Counselor after they register, so that the DSS can then forward the accommodation letter, by email or fax, to DE Counseling.
3. The DE Counseling staff will send the student an email confirming that the accommodation letter was received and it will be forwarded to the Instructional Support Specialists (ISS) assigned to each course.
4. The ISS will then email the accommodation letter to the student’s instructor and keep a record of those instructors who confirm receipt of the email.

**Instructional Support Specialist (ISS) Responsibilities:**

1. Forward the DE counselor’s email with attached Student Accommodation Notification form and accommodation letter to each instructor.
2. Note whether the instructor confirms receipt of the email.
3. Assist with testing arrangements (times, date, location, test drop off and pick up).

**Testing Procedures for On-Site Exams:**

1. Students with an on-site DE exam with Extended Time and/or a Special Chair accommodation can test at one of the three [**Distance Education Testing Locations**](http://de.hccs.edu/de/additional-resources/testing-locations).
2. Students with an on-site DE exam with a Distraction Limited Environment, Reader/Scribe, and/or Assistive Technology accommodation should schedule an appointment with a[**College Campus Testing Center**](http://www.hccs.edu/hccs/future-students/testing/hcc-testing-locations)**,** and make arrangements with their instructor to drop off their exam with the College Campus Testing Center.

**Instructor Responsibilities:**

1. Instructors must accept and should confirm receipt of the accommodation letter with their assigned Instructional Support Specialist (ISS), whether sent (via email, fax or snail mail) by Distance Education, the student, or DSS Counselor.
2. Instructors are responsible for providing the approved accommodations exactly as noted on the accommodation letter, no more or less, and must do so in a timely manner. Instructors should ***not*** provide the accommodations retroactively (i.e. allow students an accommodation for a previous assignment prior to when the accommodation was issued).
3. Instructors who require on-site exams MUST:
	* Arrange for the ADA student to test at a [**Distance Education Testing Location**](http://de.hccs.edu/de/additional-resources/testing-locations) if the student requires Extended Time and/or a Special Chair. **3100 Main is not a testing location for ADA students.**
	* Arrange for the ADA student to test at a [**College Campus Testing Center**](http://www.hccs.edu/hccs/future-students/testing/hcc-testing-locations) if the student requires a Distraction Limited Environment, Reader/Scribe, and/or Assistive Technology. ***Distance Education Testing Locations* do not offer Distraction Limited Environment, Reader/Scribe, and Assistive Technology accommodations. 3100 Main is not a testing location for ADA students.**
4. Instructors are responsible for providing the College Campus Testing Center with the exam and adhering to the College Campus Testing Center’s procedures. Assigned ISS can assist with testing arrangements (times, date, location, test drop off and pick up).
5. For questions regarding Distance Education Testing Locations or College Campus Testing Center arrangements, please contact your assigned Instructional Support Specialist.
6. For assistance or concerns about the actual accommodation issued, contact the College Campus Disability Support Services Office listed on the accommodation letter.
7. For assistance setting up “Extended Time” in Eagle Online or Eagle Online, contact DE Tech Support at 713-718-5275 option 3 or complete the online help form at <http://de2.hccs.edu/Vista_Admin/>.

**Student Responsibilities:**

1. Students with a documented disability are strongly encouraged to request accommodations early (i.e., at least one week prior to a quiz or exam) to allow sufficient time for accommodations to be arranged.
2. Students should notify their Disability Support Services Office when enrolling into a DE course.
3. Students are encouraged to discuss their accommodations with their instructors each semester.
4. Students should contact their instructor’s DE ISS one week prior to all on-site exams to make arrangements: 713-718-5275 option #1.
5. Students with an on-site DE exam with Extended Time and/or a Special Chair accommodation can test at one of the three [**Distance Education Testing Locations**](http://de.hccs.edu/de/additional-resources/testing-locations).
6. Students with an on-site DE exam with a Distraction Limited Environment, Reader/Scribe, and/or Assistive Technology accommodation should schedule an appointment with a[**College Campus Testing Center**](http://www.hccs.edu/hccs/future-students/testing/hcc-testing-locations)**,** and make arrangements with their instructor to drop off their exam with the College Campus Testing Center.
7. It is recommended that students take a copy of their accommodation letter with them to on-site testing locations to better facilitate the accommodation.
8. Students should be aware of College Campus Testing Center and Distance Education Testing Locations’ hours and procedures.
9. Complete the [AskDECounseling form](http://de-counseling.hccs.edu/StudentSignIn/) for additional DE questions or help.

**Disability Support Services Counselor Information:**

1. Please provide students interested in DE courses withthe following

information:

* 1. Students are encouraged to be proficient with computers and have easy access to a reliable Internet connection.
	2. Students who want to take GUST 1270, LEAD 1200, MATH 0306, 0308, 0312, and ENGL 0310 online through DE must demonstrate passing scores on the [SmarterMeasure](http://de.hccs.edu/de/distance-education-readiness/smartermeasure), an online readiness assessment.
	3. Students should notify their Disability Support Services Office when enrolling into a DE course.
	4. DE courses often require an extra amount of time, motivation, and self-discipline. Though they are more flexible due to the nature of online courses they can often be more difficult.
	5. Although DE courses are delivered online, many courses require students to meet on-campus for orientation, labs, and/or exams.
	6. DE students should be aware of [**College Campus Testing Center**](http://www.hccs.edu/hccs/future-students/testing/hcc-testing-locations)and [**Distance Education Testing Location**](http://de.hccs.edu/de/additional-resources/testing-locations)hours and procedures.
	7. Students should complete the [AskDECounseling form](http://de-counseling.hccs.edu/StudentSignIn/) for additional DE questions or help.
1. Once a student enrolls in a DE course, send/scan the student’s accommodation

letter to the attention of DE Counseling by email decounseling@hccs.edu (preferred) or by fax 713-718-5388.

* 1. **Please include the student’s contact number and email address on**

**the accommodation letter.**

* 1. Students are encouraged to have their letter submitted to Distance

Education **at least one week in advance of a quiz or exam.**

1. Discuss with students that Distraction Limited Environment, Reader/Scribe,

and/or Assistive Technology accommodations for on-site Distance Education exams must be arranged with a College Campus Testing Center. ***Distance Education Testing Locations* do not offer Distraction Limited Environment, Reader/Scribe, and Assistive Technology accommodations. 3100 Main is not a testing location for ADA students.**

1. Provide the student with College Campus Testing Center information and

procedures for scheduling an exam.

1. Distance Education Testing Locations for on-site DE exams can provide

Extended Time and Special Chair accommodations.

**DE Blurb to be placed on Accommodation letter by DSS Offices:**

**Extended Time for Distance Education Courses:** Instructors who require on-site exams are responsible for making sure the student’s accommodations are in place at the [Distance Education Testing Locations](http://de.hccs.edu/de/additional-resources/testing-locations). Students must contact their instructor’s Instructional Support Specialist one week prior to all on-site exams to make arrangements. For assistance with setting up “Extended Time” in Eagle Online or Eagle Online, contact DE Tech Support at 713-718-5275 option 3 or complete the online help form at <http://de2.hccs.edu/Vista_Admin/>.

**Distraction Limited Environment, Reader/Scribe, and/or Assistive Technology for Distance Education On-site Testing:** It is the student’s responsibility to schedule an appointment with a[College Campus Testing Center](http://www.hccs.edu/hccs/future-students/testing/hcc-testing-locations) to obtain the accommodations of Distraction Limited Environment, Reader/Scribe, and/or Assistive Technology, if their Distance Education exam is on-site. It is the instructor’s responsibility to make sure the student tests in a distraction limited environment or make arrangements with a College Campus Testing Center. [*Distance Education Testing Locations*](http://de.hccs.edu/de/additional-resources/testing-locations) *and 3100 Main do not offer Distraction Limited Environment, Reader/Scribe, and Assistive Technology accommodations.*

**DE Student Handbook**

The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation.  The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars.  Refer to the DE Student Handbook by visiting this link:  [http://de.hccs.edu/de/de-student-handbook](https://webmail.hccs.edu/owa/redir.aspx?C=ba50d958e0e047e3ae4bcd4762f5bc3d&URL=http%3a%2f%2fde.hccs.edu%2fde%2fde-student-handbook)

**HCC Course Withdrawal Policy**

If students feel that students cannot complete this course, students will need to withdraw from the course prior to the final date of withdrawal. Before, students withdraw from student course; please take the time to meet with the instructor to discuss why students feel it is necessary to do so. The instructor may be able to provide students with suggestions that would enable students to complete the course. Student success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which student professor will “alert” students and distance education (DE) counselors that students might fail a class because of excessive absences and/or poor academic performance. Contact student DE professor or a DE counselor to learn about what, if any, HCC interventions might be available to assist students – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve student academic performance.

**In order to withdraw from student DE class, students MUST contact a DE counselor or student DE professor and this must be done PRIOR to the withdrawal deadline to receive a “W” on student transcript**. If students do not withdraw before the deadline, students will receive the grade that students have earned by the end of the semester. Zeros averaged in for required assignments/tests not submitted will lower student semester average significantly, most likely resulting in a failing grade (“F”). Please do **not** contactboth a DE counselor and student DE professor to request a withdrawal; either one is sufficient.

**The final withdrawal deadline for regular term classes is March 31, 2014 at 4:30 PM.** However, classes of other duration (mini-term, flex-entry, 8-weeks, etc.) have different final withdrawal deadlines. Please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email or telephone with a DE professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*

**CLASS ATTENDANCE**

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their Eagle Online class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Eagle Online, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their Eagle Online class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

**DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES**

Much DE student information can be found on the DE Student Services website: [de.hccs.edu](http://www.de.hccs.edu). Advising or counseling can be accomplished through our online request form [AskDECounseling](http://de-counseling.hccs.edu/StudentSignIn/). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

**EARLY ALERT**

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

**INTERNATIONAL STUDENTS**

Contact the International Student Office at 713-718-8520 if you have questions about your visa status. Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration.  Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester.  Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

**NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA: PROCTORING**

Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor.  For more information and to complete the required Proctor Approval Form, please visit de.hccs.edu.

**VIRTUAL CLASSROOM CONDUCT**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

**ONLINE TUTORING**

HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the Ask Online button in the upper right corner of the Eagle Online course listings page. This directs students to the HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC email address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

**SOCIAL NETWORKING**

DE students are encouraged to become a fan of [DE on Facebook](http://www.facebook.com/HCCDistanceEd) <http://www.facebook.com/HCCDistanceEd> and to follow [DE on Twitter](http://twitter.com/HCCDistanceEd): <http://twitter.com/HCCDistanceEd>

These social networking sites help DE foster student engagement and provide a sense of community for the online learner. Students will also stay informed about important information and announcements.

**LIBRARY RESOURCES**

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. Visit [Library Resources](http://library.hccs.edu/library_services/distance.php) specifically for Distance Education students.

**Repeat Course Fee**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If students are considering course withdrawal because students are not earning passing grades, confer with student instructor/counselor as early as possible about student study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. Students are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If students are charged with an offense, pleading ignorance of the rules will not help students. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

* Copying from another students’ test paper;
* Using materials not authorized by the person giving the test;
* Collaborating with another student during a test without authorization;
* Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
* Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

**Classroom Behavior**

As student instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Student instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

**Degree Plan**

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

**Use of Camera and/or Recording Devices**

A student active in the learning community of this course, it is student responsibility to be respectful of the learning atmosphere in student classroom. To show respect of student fellow students and instructor, students will turn off student phone and other electronic devices, and will not use these devices in the classroom unless students receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations**.**

**Class Rules**

Welcome to My Class! Let’s establish a few rules essential for your successful learning before we began the course work.

* + You should complete the Distance Education orientation prior to beginning the assignments, discussions, quizzes, etc.
	Note: The data form completed during the online orientation will be sent to me automatically once you have completed and submitted the data form.

**Know About Your Assignments:**

* + All assignments are completed using Microsoft Word and submitted (uploaded) as an attachment under the Assignment unless otherwise instructed.
	NOTE: Be careful! Do not upload the shortcut to your assignment file. (The file extension of the shortcut file ends with .lnk.) The last letters in your file name should end with .doc or .docx or .rtf.
	+ If the assignment instruction requires the use of PDF, your assignment last letters will then end with .pdf.
	If you must use Microsoft Works, save your assignment file as rich text format (.rtf).
	+ Assignments submitted under an incorrect assignment will not be graded.
	+ Assignments are due on the due date. The assignments are opened well in advance for student access. Late or missed assignments are not accepted.
	+ Do not send late or missed assignments through the class jmail (jmail list) or professor’s alternate jmail.
	+ There are no make-up assignments or make-up tests (quizzes). See the course calendar in order to submit your assignments on time or to take your test on time.
	Include the entire assigned assignment(s) in one document (file) unless otherwise specified in the instructions.
	+ Do not attach prior assignments to assigned assignments. Prior assignments will not be accepted nor will they be graded.

**Know How to Communicate With Your Professor:**

* + All class communication is done within the course jmail (jmail list). Do not send jmail to my alternate jmail regarding the class, these messages may not reach me.
	+ If you leave a message for me under the assignment, I will not see it until I am grading the your assignment. Therefore, if you need to communicate with me regarding the content or instructions for assigned assignments, use the mail tool (jmail list) in class.

**Know About Your Assessments:**

All assessments (tests, quizzes) are administered within the course and there is no need to come to a testing center for testing. You will take your Final Exam online in the course.