



**COURSE 1001 – INTRODUCTION TO INTRODUCTIONS
SECTION 5xx/6xx, REGISTRATION NUMBER xxxx
FALL/SPRING/SUMMER SEMESTER, YEAR(yyyy)**

INSTRUCTOR: (include preferred title)

EMAIL: provide (OHIO email address)

CLASS BEGIN/END DATE: The class begins on (day instruction begins) and ends on (final exam date).

OFFICE HOURS/LOCATION: (provide at least one hour per week per class; indicate a campus location for F2F classes. Share this information with the Information Office on the 3rd floor or by email to Amber Landis (landis@ohio.edu)

REQUIRED TEXT: (REQUIRED/OPTIONAL) *Title*, Author, Acceptable Editions, ISBN xxxxxxxx. For information on purchasing textbooks, consult <https://www.ohio.edu/lancaster/academicsupport/Bobcat-Bookstore-Options.cfm>

REQUIRED SOFTWARE: You will need access to the Internet. We will be using Blackboard. You will also need xxxx

OHIO EMAIL/BLACKBOARD: Please use your OHIO email for all course correspondence. Blackboard will be used to house all class materials, assignments, etc.

COURSE DESCRIPTION: Copy this from the course catalog <http://www.catalogs.ohio.edu/>

LEARNING OBJECTIVES: Upon successful completion of the course, students will be able to:

- These objectives should include any official objectives as listed in OCEAN. See Associate Dean's office for details.

GRADED ITEMS/GRADING SCALE: EXAMPLE: Your class grade will be based on: Graded Assignments (100 total points), Midterm Exam (100 points) and Final Exam (100 points). These and related items will be posted in Blackboard e.g. Graded Assignments folder.

To determine your final course grade, total the points you have earned and divide by 300, round to the nearest whole percent, and then apply the scale (specify your scale):

| | | | | | |
|----------|----|---------|----|------------|----|
| 93 – 100 | A | 78 – 79 | C+ | 60 – 62 | D- |
| 90 – 92 | A- | 73 – 77 | C | 59 & below | F |
| 88 – 89 | B+ | 70 – 72 | C- | | |
| 83 – 87 | B | 68 – 69 | D+ | | |
| 80 – 82 | B- | 63 – 67 | D | | |

Note any special policies: e.g. Instructor discretion may be used in borderline cases to the student's advantage when the overall average before rounding is within 1% of the next higher grade.

TENTATIVE CLASS SCHEDULE: Please check for information/instructions, announcements and clarifications in the Blackboard course. [Note university closures here.](#)

| Week | Read/Practice | Graded Assignment | Points | Due Date |
|------|------------------------------|------------------------------------|--------|--|
| 1 | Intro to Computers Chapter | Mini-Assignment | 1 | Noon August 29 |
| | Intro to Computer Slides | Discussion Board | 1 | Noon August 29 |
| 2 | Windows/Office Chapter | Intro to Computers Activity | 7 | Noon September 5 |
| | Windows/Office Slides | Discussion Board | 1 | Noon September 5 |
| 3 | Word Chapters 1 | Windows/Office Activity/Assignment | 7 | Noon September 12 |
| | Word Slides | Mini-Assignment | 1 | Noon September 12 |
| 4 | Word Chapter 2 | Word Chapter 1 Activity | 5 | Noon September 19 |
| | Word Slides | Discussion Board | 1 | Noon September 19 |
| 5 | Word Chapter 3 | Word Chapter 2 Activity | 5 | Noon September 26 |
| | Word Slides | Mini-Assignment | 1 | Noon September 26 |
| 6 | Midterm Practice Problems | Word Chapter 3 Activity | 10 | Noon October 3 |
| | (non-graded) | Mini-Assignment | 1 | Noon October 3 |
| 7 | Excel Chapter 1 | Midterm Exam in Testing Center | 100 | October 5-10 |
| | Excel Slides | (No assignments due this week) | | |
| 8 | Special Topic | PowerPoint Chapter 3 Activity | 9 | Noon October 17 |
| | | Mini-Assignment | 1 | Noon October 17 |
| 9 | Excel Chapter 2 | Excel Chapter 1 Activity | 5 | Noon October 24 |
| | Excel Slides | Discussion Board | 1 | Noon October 24 |
| 10 | Excel Chapter 3 | Excel Chapter 2 Activity | 5 | Noon October 31 |
| | Excel Slides | Mini-Assignment | 1 | Noon October 31 |
| 11 | PowerPoint Chapter 1 | Excel Chapter 3 Activity | 10 | Noon November 7 |
| | PowerPoint Slides | Discussion Board | 1 | Noon November 7 |
| 12 | PowerPoint Chapters 2 | PowerPoint Chapter 1 Activity | 5 | Noon November 14 |
| | PowerPoint Slides | Mini-Assignment | 1 | Noon November 14 |
| 13 | PowerPoint Chapters 3 | PowerPoint Chapter 2 Activity | 9 | Noon November 21 |
| | PowerPoint Slides | Discussion Board | 1 | Noon November 21 |
| 14 | Classes Not in Session | No assignments due this week | | Thanksgiving Break (November 25-29) |
| 15 | Final Exam Practice Problems | Special Topic Activity | 9 | Noon December 5 |
| | (non-graded) | Discussion Board | 1 | Noon December 5 |
| 16 | | Final Exam in Testing Center | 100 | December 7-12 |
| | | (No assignments due this week) | | |

COURSE/UNIVERSITY POLICIES

1. Course Withdrawal Date:
 - a. If you decide to drop from the class, in order to receive a fee adjustment you must drop the class by the 2nd Friday of the semester (if the class is not a full semester class, this date will be different)
 - b. If you do not drop by the 2nd Friday of the semester (or by the specified date to receive a fee adjustment), you can still drop the class without special permission by SEE REGISTRAR WEBPAGE FOR DETAILS. Dropping a class can be done online unless it is your last class (dropping all classes must be done in Student Services). After dropping a class, check your schedule to ensure the class has been dropped correctly. Please contact Student Services before the deadline if you experience any complications.
2. Exams: SPECIFY POLICY. SPECIFY FINAL EXAM using the official RHE schedule at <https://www.ohio.edu/regional/finalexamschedule.cfm> If you are not offering a final exam during the official final exam period, this must be cleared ahead of time with the Associate Dean's office and you must make yourself available during the official exam time (per OU Faculty Handbook).
3. Students with Documented Disabilities: Please notify the instructor if you have a documented disability at Ohio University that will impact the course so appropriate arrangements can be made.
4. Late Assignments/Make-ups: Indicate your policy.
5. Plagiarism/Academic Dishonesty: Misrepresenting the work of others as one's own is a serious ethical violation and can result in a failing grade for the assignment or course in addition to judicial affairs actions initiated by the instructor or the Office of Community Standards.

The Ohio University Student Handbook includes the following description of acts considered to be in violation of the Student Code of Conduct:

“Academic misconduct is an A1 violation of the Ohio University Student Code of Conduct and is defined by the student code of conduct as dishonesty or deception in fulfilling academic requirements. It includes, but is not limited to cheating, plagiarism, unpermitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one's work, or submitting the same assignment in different courses without consent of the instructor.”

Please visit www.ohio.edu/communitystandards for more information about conduct.

6. Professional Behavior: Example text here. All communications must be professional and respectful. This requires extra consideration in an online environment. Please do not use class tools in any way that could be construed as unfriendly or invasive. Please address any concerns you have in a private email or phone call to the professor.
7. Class Cancellations: Students should monitor the OUL|P Website and their OHIO email for notices of unexpected class cancellations.

Caveat: All policies and procedures in this course are subject to change in the event of extenuating circumstances.

Please check for announcements and clarifications in Blackboard or in OHIO email.