

SAMPLE

Course Title Course Number Off Campus Syllabus

Credit Hours: 03

Instructor: *(Name of the Instructor)*

Email: *(Email of the Instructor)*

Virtual Hours: Tuesday 9 a.m. – 12 noon

Required Materials: List the materials required including text books

Recommended Materials: List of any recommended or optional materials

Date Syllabus Prepared: Summer 2004 for Spring 2005

WELCOME TO OUR COURSE

Course Overview:

This course is designed to provide students with the knowledge, skills and experience required to utilize personal computers effectively. It is for future end-users of computers who will use computer technology. The use is precipitated by the miniaturization of computer technology. The processing power and storage capacity of personal computers (PCs) have increased tremendously since their introduction in the mid-70's. Currently, PCs are being used at all levels in progressive organizations, ranging from clerical workers to top-level executives. In addition, the use of computers is not restricted to any particular field; their use is beneficial to any area where decisions need to be made and problems need to be solved. Hence, it is crucial that learners gain knowledge of and experience with computer technology as it becomes an integral part of the work place.

Course Description:

(ABCD xxx3/xxx4) is a 2 -credit hour course composed of 16 sessions of instruction and 3 examinations. In this course, the students will learn *(Describe what the students will learn?)*. Each student will be required to complete a series of assignments, quizzes, 2 examinations and final examinations.

Course Topics:

The topics in this course provide a thorough knowledge of the basic skills of the following topics.

1. xxxx
2. xxxx
3. xxxx
4. xxxx

Course Objectives: *(This is the goal of the course. List what the students will learn at the end of instruction of this course)*

Course Content:

The course consists of 3 units with 8 topics spread across 16 sessions including three proctored examinations. At the end of each unit, there is an examination. At the end of each topic, there is a quiz. For each topic, you are required to do the assigned reading, training sessions, homework assignments and take a quiz. More information is given about these activities in the 'Course Requirements' section in this syllabus. The proctors for the examinations should be recognized by the Distance Learning & Outreach Technology (DLOT) office of Auburn University. More information about the proctors is given in the 'Examination Process' section in this syllabus.

A variety of media will be used to communicate among class members and with the instructor. Most of these media will be part of the software Auburn University supports for distance course delivery, that is, WebCT software. WebCT includes many types of communication tools, including online submission of assignments, email among class members, online discussions, and chats. The students will use some or all of these to complete class requirements.

Course Requirements:

1. Homework Assignments:

The homework assignments are available in the Text book and submitted using the course website on WebCT. Each assignment is worth 5 points.

2. Quizzes:

There are 8 quizzes, each at the end of every unit. These are available on the course website on WebCT. These are timed and accessible only once. The questions can be answered twice before confirming the answer.

3. Examination 1:

There will be proctored Examination 1 at the end Unit 1 and is available on WebCT. The examination will cover the material from topics 1 – 4 of Unit -1. This is designed to give an opportunity to review all that the students have learned until this point in time. It includes 50 multiple-choice questions for 50 minutes. The questions are mainly taken from the multiple choice questions at the end of each chapter, homework assignments and quizzes. More information about the proctors is given in the 'Examination Process' section in this syllabus.

4. Examination 2:

There will be proctored Examination 2 at the end of Unit 2 and is available on WebCT. The examination will cover the material from topics 5 – 6 of Unit - 2. This is designed to give an opportunity to review all that the students have learned until this point in time. It includes 50 multiple-choice questions for 50 minutes. The questions are mainly taken from the multiple choice questions at the end of each chapter, homework assignments and quizzes. More information about the proctors is given in the 'Examination Process' section in this syllabus.

5. Final Examination:

There will be a proctored final examination at the end of Unit 3 that will be available on WebCT. This final examination will cover the material from topics 1 – 8. The examination is designed to give an opportunity to review all that the students have learned from the beginning to this point in time. It includes 100 multiple-choice question for 2 - hours. The questions are mainly taken from the multiple choice questions at the end of each chapter, homework assignments and quizzes. It resembles the Examinations 1 & 2 but will be an extended version with extra questions. More information about the proctors is given in the 'Examination Process' section in this syllabus.

Examination Process:

After the first session, you must select a proctor to supervise your examination. Distance Learning and Outreach Technology (DLOT) approved proctors are academic administrators in the student’s locale: school superintendent or principal, academic dean or department head at a college, another independent learning office test supervisor at a college, or an education officer at a military installation. All proposed proctors are verified for appropriateness by DLOT student service staff at 334-844-3106 or audl@auburn.edu. Examinations are given under the same circumstances as they would be on campus, e.g. closed book, no notes, for specified time. The students are expected to get the Examination Proctor Information form properly filled in and signed by the proctor, just before sending it to the DLOT office. Then the DLOT office will verify the proctor and lets the student know about it. After the proctored exam is done, the proctor will sign a document and sends it to DLOT. The exam will be graded by the instructor. Copies of the completed grade report form are distributed to the instructor, the DLOT office, the registrar, and the student.

Performance Evaluation:

The students work in this course will be evaluated on the basis of the assignments, and Examinations. Typically, examinations will be given as an open computer test composed by multiple choice questions requiring the students to have a basic understanding of the entire course. Examinations will include material from the assigned readings in the text, the assigned homeworks.

Homework Assignments	%	200 pts.
Quizzes	%	100 pts
Exam 1	%	150pts.
Exam 2	%	250 pts.
Final Exam	%	300 pts.
Class Avg.	100%	1000 pts.

The final course grade will be determined by the final class average using the scale below, with the following constraint: to earn a passing grade in this course, a student must earn a passing grade for the assignment average. An assignment average below 60% will result in an F in the course.

90% or above	A
80%-89%	B
70%-79%	C

60%-69%	D
Less than 60%	F

Students are not allowed to redo quizzes and examinations. Therefore, they should check their work carefully with criteria statements before turning in assignments or examinations. The students will be required to complete the online Course Evaluation Questionnaire before the final course grade is officially recorded.

Prerequisite & Computer Access Necessary

A computer with an internet connection is necessary. Basic computer skills with experience using email and the internet is necessary.

Class Parameters, Resources and Limitations:

The class will be fully web-based and semi-self-paced. Students should stay on track, especially since the homework assignments and quizzes are focused on each week's topic.

This type of course allows quite a bit of freedom, for instance, in determining at what time of day and where they do their coursework. It does, however, entail quite a bit of self-discipline and determination in order to keep up with assignments.

Late Submissions:

As a distance education student, it is the responsibility of the student to share a significant responsibility for preparing and discussing course material. All the required readings must be completed prior to class. If a serious situation arises and the student anticipates, he/she will not be able to meet a deadline, it should be discussed with the instructor, before the due date.

If the instructor is contacted, regarding the problem at least several days before the due date, and judges it to warrant special consideration (usually due to illness or injury) the instructor and the student will negotiate an alternate due date.

If the instructor has not been contacted and special consideration has not been granted, assignments turned in after the due date will be penalized 10% of total possible points for each day late. Assignments completed later will receive a no credit.

Make-up Examinations:

Make-up exams will only be given with a valid university excuse. This means a Doctor's statement (not an In-Out slip) or other documentation must be provided. All make-ups will be given at the end of the semester on dead day unless other arrangements are made with the instructor. The student is responsible for informing the instructor prior to missing an examination or no later than one week after the examination or skill assessment test official date.

Learners with Disabilities:

Auburn University is committed to providing accommodations and services to students with documented disabilities. Any learner with a qualified disability which requires

accommodations should contact The Program for Students with Disabilities, 1244 Haley Center, Auburn University, AL 36849, 334-844-2096 PH, 334-844-2099 FAX, haynemd@auburn.edu. More information is available on their website at www.auburn.edu/disability. The office will fax or mail the required forms to learners to apply for services. Learners who have questions to participate in this course should contact the above office in advance to ensure proper accommodations.

Plagiarism and Academic Dishonesty:

Plagiarism is the act of presenting directly or indirectly someone else's work as your own. Plagiarism is a major type of academic dishonesty and will not be tolerated. Similarly cheating on tests in any way, falsifying bibliographies, fraudulent quotes, and similar practices are intolerable forms of academic dishonesty. The University's policy for academic misconduct in the Student Code of Conduct will be followed for this course (Tiger Club, pp. 83 and 92). If any questions regarding its contents, please contact the instructor.