



Syllabus

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Tips for Success

If you're new to online courses, or if you just need a quick refresher, be sure to take a look at the Student and Parent Handbook.

Course Learning Outcomes

This course is designed to prepare you for the workplace by helping you become comfortable using a computer. When you complete this course, you should be able to do the following:

1. Explain technology operations and concepts.
2. Use productivity application software.
3. Use communication networks, the Internet, and digital citizenship.
4. Use multiple processes of electronic communication and collaboration.
5. Integrate course knowledge in another general education class.

Course Materials

A computer with Microsoft Word, Excel, PowerPoint, and Access (Microsoft Office Suite). Equivalent software found in Google Docs or on Macintosh computers may also be used, but **be aware that versions of software will be different and may or may not have the tools to complete parts**

of the assignments. This course uses Microsoft Office 2013 for Windows. **Make sure you save all documents in a Microsoft Word (.doc, .docx), Excel (xls, .xlsx), PowerPoint (.ppt, .pptx) or Access (.accdb) format.**

Assignments

You will complete these assignments during the course.

Instructor-Graded Assignments

Attach your assignments to the email that you send to the teacher. Do not use links to Google Docs or a folder in the cloud. The teacher needs to be able to open the assignment in the appropriate software program to complete the grading.

Lessons

Lessons will contain reading material, PowerPoint presentations, study guides for students to complete, and vocabulary lists.

Self-Checks

After the discussion material for each lesson, you will have the opportunity to check your understanding by completing the self-check questions. The self-check questions are not graded and are meant to help you prepare for your instructor-graded assignments, unit quizzes, and final exam.

Unit Quizzes

You will see your results after completing the quiz. Use the unit quizzes to identify areas where you may need to go back and do more studying.

Exams

You will complete one final exam for this course.

The final exam consists entirely of multiple choice questions. It is based on everything you learned throughout the course.

Grading

Your grade in this course will be based on these assignments and exams:

ASSIGNMENT OR EXAM	GRADING	PERCENT OF TOTAL GRADE
5 Instructor-Graded Assignments	Instructor	20%
14 Unit Quizzes	Computer	20%
1 Real World Project	Instructor	30%
1 Proctored Final Exam*	Computer	30%

Resubmissions and Retakes

For information about resubmitting assignments, please contact your AK Grad instructor.

Grade Scale

Your letter grade is calculated according to these percentages.

A	100% – 93%
A–	92% – 90%
B+	89% – 87%
B	86% – 83%
B–	82% – 80%
C+	79% – 77%
C	76% – 73%
C–	72% – 70%
D+	69% – 67%
D	66% – 63%
D–	62% – 60%
E (fail)	59% – 0%