



COURSE SYLLABUS

Course: **WCOB 1120 Computer Competency Requirement**

Assessment Syllabus:

WCOB 1120: Computer Competency Requirement (Testing Lab WCOB 250)

Welcome to Computer Competency! E-mail and Blackboard will be used as the primary means of communication between my students and me throughout the session. I strongly encourage you to use e-mail or office hours to talk about the assessment or to receive any assistance that you might need. My office hours will be by appointment only. I do my best to work around your schedule if you need assistance. Please contact me if you need to make an appointment.

Assessment Description:

Students entering the Walton College are expected to demonstrate competencies in MS Windows, Word, Excel, and PowerPoint by passing a computer competency test. Deficiencies may be remedied through appropriate self-paced, computer-based instruction.

Required Registration Code for Online Application:

Testing Software: Title: SAM 2010 Assessment and Training v2.0., 1st ed ISBN: 9780538753692
Publisher: Course Technology

May be purchased at the Arkansas Union Bookstore, Campus Bookstore, Dickson Street Exchange, or online at <http://www.cengagebrain.com/micro/uarkwcoB1120>

No additional textbook is required; however, if a student prefers to purchase a textbook in addition to the SAM 2010 software in order to learn the material MS Office skills, we recommend the following textbook:

Optional Book Purchase:

Title: New Perspectives on Microsoft® Office 2010, First Course, 1st Edition ISBN: 9780538746533
Publisher:
Course Technology ©2011 *Ann Shaffer | Patrick Carey | June Jamrich Parsons | Dan Oja | Kathleen T. Finnegan*

The registration code inside the registration packet may only be used one time and is unique to each student.

Value of the Assessment:

This assessment will evaluate the student's ability with the required exams and expose the student to the tasks that will be required for future business courses.

Assessment Objectives:

The purpose of this assessment is for students to demonstrate knowledge of the minimum computer skills needed in order to continue in the Walton College pre-business core classes. The assessment will cover the following applications:

- MS Windows 7
- MS PowerPoint
- MS Word
- MS Excel 2

Assessment Procedures:

We have scheduled testing days and times during the week and the weekend (please see testing schedule on Blackboard and at the end of the syllabus). **Lab assistants, and/or I will be available during those sessions to help if there are technical difficulties, to put in passwords, to help with the training lessons, or if the computer is counting a task/question wrong when you know your process/answer is correct. Lab assistants CANNOT help you with questions that you do not know.**

The training lessons are there to prepare you for the MS Word, MS Excel, MS PowerPoint, and Windows 7 exams.

Tests may not be taken outside of the assigned lab. The lab assistant or administrator must enter individual test passwords into the system for you.

Your University of Arkansas ID will be required to be displayed at all times.

What to Bring for Testing:

You are required to bring your ID with you to the WCOB 250 Testing Center. No tests may be taken without your University ID.

You will need to bring your registration code the *first time* you come to a testing session if you have not already logged on to the SAM 2010 program.

Communication between Administrator and Student:

We will be using the Blackboard software. The software allows for the administrator to post announcements and exams completed. The website address is <http://learn.uark.edu>. It will be each student's responsibility to check the assessment blackboard page for news and/or announcements, as well as any changes and/or additions to the tentative schedule. This webpage and e-mail will be used extensively throughout the session as our "communication tool."

Tutorials:

Tutorials are available in the SAM 2010 Program for the Windows 7, MS Word, MS PowerPoint, and MS Excel exams. Tutorials may be worked at any time on your personal computer, WCOB Lab 250, WCOB Lab 112, or any other general access computer lab. If you have questions about the tutorial material, please ask the administrator or a lab assistant for assistance.

How to Get Started:

- Purchase the SAM 2010 registration code (**If you have already logged into SAM and entered an access code, then you will not be required to re-purchase the code.**)
- Go to the SAM 2010 <http://sam2010.course.com/Login>
- Enter your username (your complete uark e-mail address i.e. username@uark.edu)
- Enter your default password is “changeme” (without the quotes). Then click on the “Login” button.

Do not click on the “New User” button. You will not need an institution key for this course. I have already entered your information into the database. If you’re prompted for the CengageBrain password...this is the password that you used to create an account if you purchased your access code online or if you created an account through the “New User” option mentioned above. If you do not know this password, let me know and I can create you an alternate account.

If you have been enrolled previously and are having to retake the course, then your username for your account will be what you changed it previously. Please contact me to reset it if you’re unsure.

- Enter your SAM 2010 18-digit registration code when prompted (this is what you purchased from the bookstore).
- Come to the testing lab (WCOB 250) during scheduled available testing days and hours to take your required exams.

Your user name and password will be active for your academic career. You are welcome to revisit the lessons if you need to do so.

Exams:

A score of 80% or better on each exam is needed to satisfactorily complete each exam and to satisfy the requirements for this assessment. Once you have scored 80% or better you **do not** need to retake the exam to improve your score. The score above 80% is not significant towards the completion of the assessment.

You may NOT use notes, texts, exams, lessons, the Internet, software applications, or other students’ help when taking the exams.

Students sitting next to you are not allowed to take the same exam version at the same time as you. For all exams, MS Excel; MS Word, Windows 7, and MS PowerPoint, you will have 2 attempts to complete the exams with a score of 80% or better. If you fail to complete the exams with an 80% or better after 2 attempts, you will be dropped from the course and will need to re-enroll in the following semester of WCOB 1120 or an alternative course that the university has agreed to substitute the pre-requisite of WCOB 1120.

Please contact the WCOB 1120 Undergraduates offices at 479-575-6308 or go to WCOB 328. For the MS Word, MS PowerPoint, and MS Excel exams, there will be two versions of each exam (Versions A and B). **You are only required to pass one of the versions. You do not need to pass both versions.** Each version may be taken once.

Due Dates:

All four of the exams (Excel, Word, Windows 7, and PowerPoint) for this course must be completed by **October 7, 2012 at 7:30 PM**. Failure to pass these exams with an 80% or higher by the above deadline, will result in being withdrawn from the course. You will need to register for WCOB 1120

again in the next semester, and you will not be able to register for or will be administratively dropped from WCOB 1023 – Business Foundations and/or WCOB 1033 – Data Analysis.

Grades:

Final scores will be computed as the following:

Successful completion of all 4 exams will result in a grade of: **S – Satisfactory Completion.**

Unsuccessful completion of the required 4 exams by the Sunday October 7th, 2012 deadline will result in a grade of: **W - Withdrawal.** Students that must repeat the WCOB 1120 Assessment must repeat all 4 exams.

Testing Procedures:

This semester we will not have testing reservations as previous semesters unless necessary to implement. Students will test on a walk-in basis only. If a computer is available in WCOB 250, you will be able to complete as many tests as you can in a 1 ½ hour time period. After that time period has expired, if there are still computers available for use, you may continue working to complete your exams. However, if there are no computers available and there are students waiting to have access to a computer, you will have to go to the back of the line, wait for another computer to become available, and then you will have another 1 ½ hours to test.

Accommodations:

University of Arkansas Academic Policy Series 1520.10 requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact me privately at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Center for Educational Access (contact 479-575-3104 or visit <http://cea.uark.edu> for more information on registration procedures).

If you need any type of accommodation due to a disability, please see me in my office within the first week of testing. Students are responsible for requesting accommodations from the Center for Educational Access (CEA). The Walton College policy is that any student must also request testing accommodations from their instructor. You must submit the CEA report for any accommodation to me by Monday September 3rd, 2012, to receive accommodation. Schedule a meeting with me in my office to discuss necessary arrangements.

Attendance Policy:

This is a self-directed assessment so you will be responsible for taking the exams within the timeframe provided. **My best advice to you is to not wait until the last two days of either deadline to complete these exams. It is your responsibility to take advantage and manage your time with the available testing days, times, and deadlines. Because ample time is provided for all deadlines, no exceptions will be made past the deadlines unless there are extenuating circumstances. If there are extenuating circumstances at or near the deadline, the only consideration for an extension is if significant progress has been made towards the completion of the exams and proper documentation of the circumstance(s) is provided. If you have conflicts with the available testing schedule (i.e. University of Arkansas Athletics practice schedule) and are not able to attend any of the available times, you will need to contact me before August 26, 2012 by 5:00 PM.**

Inclement Weather:

Should we have bad weather during this semester, I would expect you to use your best judgment regarding attending testing sessions. If classes are cancelled (University of Arkansas closes), RazAlert will notify those signed up for the service and a recording will be available at the telephone number 575-7000 and announced on television and/or radio. This recording will also include Razorback Transit operations information as well. Please see the inclement weather policy located on the University's web page (<http://www.uark.edu>) for further information. Also KUAF, 91.3 FM, the University's public radio station, is another good source for receiving information.

Testing Behavior:

Appropriate testing behavior is expected of the instructor and all students. Inappropriate and disruptive testing behavior (inappropriate language and gestures, testing disruptions, disrespect to other students, lab assistants, or instructors, and other behavior as determined by the instructor) will not be tolerated and will result in possible removal from the assessment and /or disciplinary action as per the student handbook. There should be no talking during testing.

Tests are to be done individually and independently. You may not get help from another student. Another person may not take your exams for you. Cell phones and digital music players may not be used during testing.

Cell Phones:

Cell phones must be turned off and put away during test taking.

Cheating – No Tolerance – Academic Honesty:

There is absolutely NO Tolerance for cheating. This is a testing environment and testing is to be completed individually, independently, and with solely your own effort. I am steadfast to the principle of academic honesty and I expect each student to maintain a high standard of academic integrity. I will not and do not tolerate cheating. My pledge to you is to provide a learning environment that is conducive to academic honesty in and out of the classroom. I support the University of Arkansas' policy on academic dishonesty (*University of Arkansas: Undergraduate Studies Catalog*.) I will investigate any and all forms of academic dishonesty. As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the University's 'Academic Integrity Policy' which may be found at <http://provost.uark.edu/> Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor. If you are caught cheating, you will be not allowed to take any exams and will be withdrawn from the WCOB 1120 Computer Competency Requirement Assessment. If you have finished your 4 exams and are caught cheating you will be withdrawn from the WCOB 1120 Computer Competency Requirement Assessment. As a result of withdrawal, you will need to register for WCOB 1120 again in the next semester and you will not be able to register for or will be administratively dropped from WCOB 1023 – Business Foundations and/or WCOB 1033 – Data Analysis. In any event, *all grade sanctions* must be reported to the ***Office of Community Standards and Student***

Ethics (OCSSE), which may decide to take further action such as expulsion from the University of Arkansas.

Academic dishonesty involves acts that may subvert or compromise the integrity of the educational process at the University of Arkansas. Included is an act by which a student gains or attempts to gain an academic advantage for himself or herself or another by misrepresenting his or her or another's work or by interfering with the completion, submission, or evaluation of work. These include, but are not limited to, accomplishing or attempting any of the following acts as stated by the Catalog of Studies that relate to this assessment:

1. Using any materials that are not authorized by the instructor for use during an examination.
2. Copying from another student's computer/paper during an examination.
3. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
4. Stealing, buying, or otherwise obtaining information about an examination not yet administered.
5. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
6. Substituting for another person or permitting any other person to substitute for oneself to take an examination.
7. Sabotaging of another student's work.
8. Falsifying or committing forgery on any University form or document.
9. Committing any willful act of dishonesty that interferes with the operation of the academic process.
10. Facilitating or aiding in any act of academic dishonesty

Application of the Academic Honesty Policy, as stated at <http://provost.uark.edu/> will be fully adhered to in this course. Academic dishonesty involves any act, which may subvert or compromise academic integrity or the integrity of the University's 'Academic Integrity Policy'.

Equal Treatment for All:

The University Catalog reprints the Campus Council Statement on Discrimination. In the spring of 1983, the Campus Council adopted a statement on equal treatment, amended in fall 1991: "The Campus Council of the University of Arkansas, Fayetteville, **does not condone discriminatory treatment of students or staff on the basis of age, disability, ethnic origin, marital status, race, religious commitment, sex, or sexual orientation in any of the activities conducted on this campus. Members of the faculty are requested to be sensitive to this issue, when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments, and assigning student work. The University faculty, administration, and staff are committed to providing an equal educational opportunity to all students.**"

Disclaimer:

The instructor may deviate from the schedule and/or make changes to the syllabus. Changes from the schedule/syllabus will be announced on blackboard, and via e-mail.

Note: Please contact me within the first week of the semester if you have testing schedule conflict questions. Disclaimer: Please note that this schedule is **tentative** and **changes** will be made to it as deemed necessary.