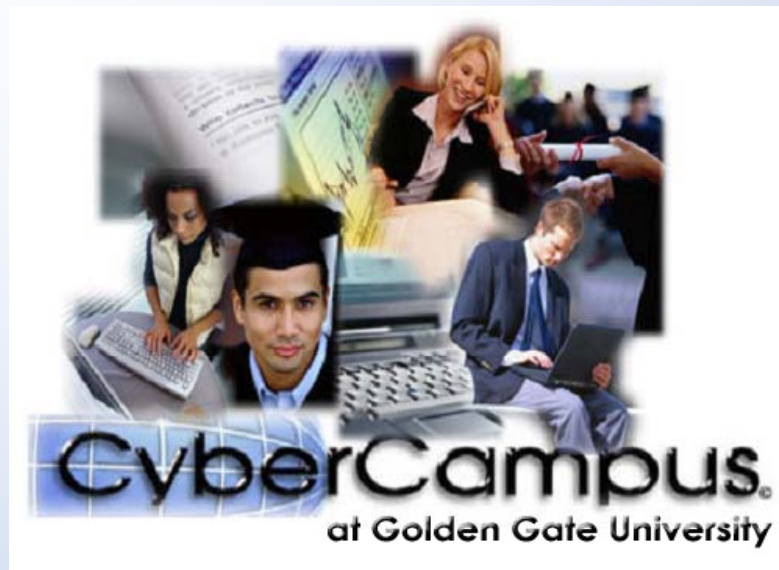


Course Number: ITM 10

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Welcome



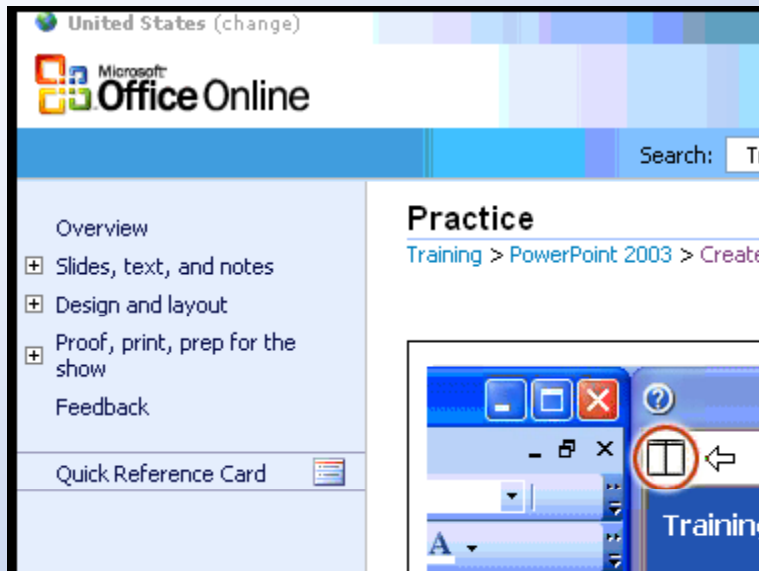
Course Number: ITM 10

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Main Course Content

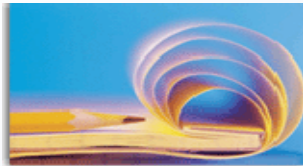
- Word Documents
- Excel Spreadsheets
- Access Database
- PowerPoint Presentations



Course Overview

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Assignments

- Weekly assignments are listed in the **Course Outline** section of the **Syllabus** and are detailed in the **Homework section** of each weekly session.

Weekly course assignments include:

- Formatting a Word Table
- Using Excel
- Developing Excel Spreadsheets and Charts
- Creating Tables in Access Database
- Creating PowerPoint Presentations with Narration
- Creating a Business Plan, which integrates all MS Office Suite applications

Course Requirements

Course Number: ITM 10

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Weekly Discussion Participation

Discuss and/or detail discussion requirements and guidelines for this course.

- You are required to participate in weekly discussions with topics ranging from conducting an effective Internet search, to purchasing a new computer.
- To receive full credit for your work, you must post a response to questions listed in the discussions.
- In some cases, a discussion may require that you review and post comments regarding your classmates' work, in which case, you will be instructed in terms of the criteria to be used in reviewing this work.
- Each discussion is worth a total of 20 points.

Course Requirements

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Grading	Percentage
A	93% - 100%
A-	90% - 92.9%
B+	87% - 89.9%
B	83% - 86.9%
B-	80% - 82.9%
C+	77% - 79.9%
C	73% - 76.9%
C-	70% - 72.9%
D+	67% - 69.9%
D	63% - 66.9%
D-	60% - 62.9%
F	0% - 59.9%

Grading

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Final Project

Discuss and/or detail regarding final project requirements.

- A GGU research librarian is available to assist you with the task of research, including business ideas, industry information, and market data.
- To learn more about the final project, visit the Final Project session, which is posted in the class web portal.
- The final project is due during Session 7 and it is worth a total of 300 points.

Final Project

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Assignment Due Dates

Due dates for the assignments are posted in each session. Unless specified, assignments are due **every Monday by 11:59 p.m.**

You have **one week to complete the session work**, including discussion, homework assignment, and quiz, whereby your work is eligible for full credit.

For work submitted one week following the session due date, your score is **penalized by at least 50% of the total points allotted** for discussions, homework assignments and quizzes.

Any work submitted thereafter will receive zero (0) credit.

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Communicating with Professor May

If you have questions regarding the course material, contact me via email: pmay@ggu.edu or phone: 510.219.3111. **If you reach my voicemail**, please leave a **message**, including your **full name**, **indicate whether you are a Cyber or Mixed-Mode student** and **a number where you can be reached**. Please allow time for me to return your call. I typically return calls at the end of each business day.

If you contact me via email, be sure to include your **full name**, **indicate whether you are a Cyber or Mixed-Mode student**, and **indicate the Session/Assignment** about which you are inquiring about. The more information you include, the better I am able to address your question or issue.

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The Supervised Exam

- Each student is required to complete a series of forms to arrange their supervised exam.
- The supervised exam forms are located on GGU's website at: <http://www.ggu.edu/cybercampus/ExamInformation>
- If you are not taking the exam at a GGU campus location, you must identify a suitable proctor for your supervised exam.
- CyberCampus is available to assist you with any questions or concerns you may have regarding the exam proctoring process at 800-GGU4YOU or cybercampus@ggu.edu

Supervised Exam

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Mid-Term Supervised Exam

One mid-term exam will be administered during the course. Cyber students must arrange a proctor for the exam through Cybercampus. The exam must be taken during week 4 (11/20 – 11/24). Failure to schedule and complete the mid-term exam during this time will result in a zero (0) score. Make up exams will not be given. Students must take the exam as scheduled.

The mid-term exam is a **closed-book** test and no notes will be allowed. You are allowed generally an hour to complete the test. Questions consist of true/false, multiple choice, fill ins, and short answers. If you have questions regarding the exam, please submit them in advance of exam week. No exam questions will be addressed during exam week.

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▼ **Course Home**

Questions?

Please contact me at:

pmay@ggu.edu

In the **Course Home** section of your online class, there are several administrative topics to review:

- Class syllabus identifies all requirements, grading policy and course deadlines.
- Welcome section identifies the administrative and academic responsibilities for this course.
- Relevant CyberCampus information and course navigation information is described in the **Important Information** section.

General Information

Course Number: ITM 10

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Peer Review Exercise

The discussion in Session 8 requires that you critique the work of select classmates. Your critique will be based on a previous homework assignment and you will use the online file sharing application, **You Send It**, which is equipped to handle large files, to facilitate your review.

Specific instructions will be posted in the session discussion.