

## COURSE GRADES: ASSESSMENTS & OPPORTUNITIES

**Course Format:** There are scheduled assignments with due dates. Students are to begin assignments well in advance of due date. Assignments are not accepted late. No scores will be curved. Please use the provided scoring table.

**Withdrawal** paper must be completed and submitted by the student. AU guidelines are strictly followed.

**Extra credit** is not given on an individual basis; if offered it is made available to the entire class and stated in syllabus and website. There are no other exceptions or help given outside of the 'normal' course experience.

- All extra credit is due TWO WEEKS PRIOR to the last day of classes (not the last day of exams).
- All extra credit guidelines must be strictly followed as provided on the [extra credit](#) Webpage or lab announcement
- All extra credit will be related to course content and goals. Late submissions and Rewrites are not accepted.

A perfect Score of 1808 Points:						
Text	Assignment Name	Number of Assignment Type	Assignment Points	Assignment Parameters	Assignment Information	Total Points
N/A	Syllabus/Orientation Quiz	1	Not Graded	25 minutes; Unlimited Attempts	Ensures understanding of course policies & resources	0
N/A	iCareer Seminar	1	Extra Credit	1-2 Hrs	Relates course material to real-world profession(s)	(30)
Software: MS Office 2016	Office Features Quiz	1	30	25 minutes; 2 attempts	Introduces lab software and MS Office environment	30
	Simulations Trainers	9	Not Graded	Unlimited; Unlimited	Teaches chapter skills. Preparation for Exams.	0
	Simulations Exams	9	20-35 points	75 minutes; 3 Attempts	One for each chapter (Ch1-3 for each software)	258
	Grader Projects	14	100 points	Unlimited; 2 Attempts	(9) One "Chapter" for each software chapter (3) One "Capstone" for each MS software (2) One "Advanced" for Ch2 & 3 of MS Excel	1400
TIA: Technology in Action	End of Chapter Technology Quizzes	12	10 points	25 minutes; 2 Attempts	Chapters 2-9 and 11-13 plus Focus on IT Career	120

\*Note: **The majority of Points come from Grader Projects.** All other assignments merely prepare students to complete the Grader Projects which consist 100% of original student work thereby demonstrating knowledge/mastery of the software application.

\*Note: Grader Projects are a 3-4 step process which requires MS Office 2016 software. **Mac computers ARE NOW compatible for grader projects. However, ALL students (especially Mac users) should review their submission immediately to ensure all points are awarded accurately. If unsure, email the professor immediately.** Only Step 2 does not require internet access.

### Standard Scoring Table

Letter Grade	Percentage Points	Course Points	Grade Comments
A	90-100	1618 – 1808	*Note: Federal Law Prohibits Professors from discussing grades in any format other than in person with the student.
B	80-89	1437 – 1617	
C	70-79	1256 – 1436	*Note: Grades are not 'given out' by the professor; they are 'earned' by the student. Please make sure that you 'earn' a grade with which you can live. THINK of it like a baseball game and as the professor I simply RECORD YOUR SCORES.
D	60-69	1075 – 1255	
F	0-59	1074 or less	

## ATTENDANCE

**Course Attendance:** This is an Online Course. Attendance at labs, seminars, office hours, etc. is not required. However, events and activities are designed to impact performance on graded assignments therefore attendance when possible is highly recommended.

**AU Attendance Requirement:** AU does require attendance during the first week of class in order for a student to remain enrolled in a course. All students whom 1) register in the online lab environment AND 2) complete at least one course assignment by the date provided in the Course Welcome Email from the professor will remain enrolled. Any student that does not complete these two steps will be marked as Not Attending and dropped by the registrar.

- **Anytime:** Review Prof. Schmidt's website and orientation document/video.
- **After drop/add period:** Register in the online lab AFTER the Course ID is distributed by Prof. Schmidt.
  - Utilize Pearson's FREE 14 day trial registration if you do not have Financial Aid or Funds.
  - Course Code ID's are posted in D2L the morning after drop/add.
  - View getting started and other helpful videos on Prof. Schmidt's website.
- **After lab registration:** Complete Syllabus/Orientation quiz and at least one course assignment.

\*Note: If dropped for AU Non-Attendance the student will be required to re-register for the course the next semester.