INSTRUCTOR INFORMATION:

Instructor: Ms. Debra Keller, Associate Professor of Computer Information Systems

Office Number: POLSKY M183E  Phone Number: 330-972-5254
Fax Number: 330-972-8766  Email Address: keller@uakron.edu
Home Page: gozips.uakron.edu/~keller
Postal Address: Business Technology
   The University of Akron
   Akron, OH 44325-6002

Office Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>3:00 - 4:30 PM</td>
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<tr>
<td></td>
<td>6:00 - 6:30 PM</td>
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<tr>
<td>Wednesday</td>
<td>6:00 - 6:30 PM</td>
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<tr>
<td>Thursday</td>
<td>3:00 - 5:30 PM</td>
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<tr>
<td>Other</td>
<td>by appointment</td>
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UANET ID'S ARE REQUIRED OF ALL STUDENTS. I will use the UAnet IDs to contact students by email. If you don't read your UAnet ID, be sure to forward it to an email address that you do read. For information about your UAnet ID, including its password, contact Bierce Library.

NOTICE: All cell phones, pagers, and other devices must be set to vibrate or turned off. The sound on laptop or other computers must be turned off. Students are expected to not interrupt when another person is talking and to not disrupt the class by talking to others when someone is presenting.

STUDENTS ARE REQUIRED TO FOLLOW ALL LAB, DEPARTMENTAL, COLLEGE, AND UNIVERSITY RULES AND REGULATIONS AND ALL LAWS. It is the student's responsibility to know, understand, and obey these rules, regulations, and laws. Some of them include:

- All course prerequisites must be met.
- No food or drinks in the labs.
- Only registered students may attend class (no friends or children).
- No plagiarism.
● The University of Akron is committed to maintaining an environment free of sexual and other forms of harassment and discrimination.

PRINTING. Printing of material unrelated to the course or printing of material that should be printed in a homework lab or at home is not permitted in the classroom labs. This is true regardless of whether a class is in session or not. This will result in confiscation of the material printed and may result in additional disciplinary action.

<table>
<thead>
<tr>
<th>GRADING SCALE</th>
<th>A 93-100%</th>
<th>A- 90-92%</th>
</tr>
</thead>
<tbody>
<tr>
<td>B+ 87-89</td>
<td>B 83-86</td>
<td>B- 80-82</td>
</tr>
<tr>
<td>C+ 77-79</td>
<td>C 73-76</td>
<td>C- 70-72</td>
</tr>
<tr>
<td>D+ 67-69</td>
<td>D 63-66</td>
<td>D- 60-62</td>
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Assignments

- Assignments will be given in class with a due date.

- Programming and other online assignments must be emailed to keller@uakron.edu no later than 15 minutes before the start of class on the due date to be considered on time. Programming assignments are due by email 15 minutes before class begins. An A grade is for programs that greatly exceed the instructor's expectations and that, in the opinion of the instructor, demonstrate skills and abilities above the norm.

- Written assignments (not online) are due at the start of the class period on the due date.

- Late assignments will result in reduced points. Assignments received after the above due date and time are considered one day late. The final grade for a late assignment is the assignment grade minus 10% of the assignment total points per day late. Assignments will not be accepted for grading after seven days (one week). ALL WORK MUST BE TURNED IN BY THE START OF THE FINAL EXAM PERIOD. NO LATE WORK OF ANY KIND WILL BE ACCEPTED AFTER THIS DATE AND TIME.

Drop Policy. I may not sign drops slips unless the student has documented, unforeseeable reasons beyond his or her control.

Exams (not including Cisco Network Courses) Exams will be given as indicated on the syllabus. If changes are needed to the exam schedule, they will be announced in class. Exams will be announced at least one week ahead of the scheduled exam time. I must be notified before the start of an exam if you cannot be present. Makeup exams will be given only in extenuating circumstances (see Exceptions). Makeup exams will be more difficult than the regular exam and will be graded on the same scale as the regular exam.

FINAL EXAM WEEK. May 9 through 15, 2005.

Exceptions. Exceptions to the above course rules will be granted only in extenuating circumstances beyond the control of the student and proof may be required. If the events or circumstances were foreseeable or within the control of the student, exceptions will likely not be granted.
UNIVERSITY HOLIDAYS: NO CLASSES.

- Monday, Jan, 17, 2005 (Martin Luther King Day)
- February 22, 2005 (President's Day)
- Mar 28 - April 3, 2004 (Spring Recess)

Course syllabus is subject to change at the instructor's discretion.

This page last updated on Jan. 15, 2005 by D. Keller