



---

## BAAS 326 Technology Techniques and Solutions Syllabus – Fall, 2016

**Course Title: Technology Techniques and Solutions**

**Instructor: Mrs. Tina Lancaster**

**Office Hours: By appointment**

**E-mail: [Tina.Lancaster@tamuc.edu](mailto:Tina.Lancaster@tamuc.edu)**

**Preferred method of communication: Email**  
**Communication Response Time: within 24 hours**

**Required Materials: You can purchase your access code and eText through the bookstore or at MyITLab.com for instant access, recommended. To purchase for instant access and to register with Pearson, view this video:**

**<https://www.youtube.com/watch?v=DScR0IZqUSU&index=1&list=PL9D77SR A6m1vVqvzoIZUZMh04gAz9GRMi>**

**Student Course Access Code: MyITLab with Pearson eText -- Access Card -- for Exploring with Office 2013**

MaryAnne Poatsy, Montgomery County Community College

ISBN-10: 0133775070

ISBN-13: 9780133775075

Publisher: Prentice Hall

Copyright: 2014

**Microsoft Office Pro Plus 2013.** You can Google this and find it on many sites for price comparisons, I bought it here:

---

*The syllabus/schedule are subject to change.*

---

[http://www.academicsoftwarehq.com/product-category/office-2013/?gclid=Cj0KEQjwjly5BRClh8m\\_9Zu64d8BEiQAtZsQf5Kd09\\_b1rEWI\\_bZyPTgszSRGHs\\_aipsPSfRxvnnK1AaAosl8P8HAQ](http://www.academicsoftwarehq.com/product-category/office-2013/?gclid=Cj0KEQjwjly5BRClh8m_9Zu64d8BEiQAtZsQf5Kd09_b1rEWI_bZyPTgszSRGHs_aipsPSfRxvnnK1AaAosl8P8HAQ)

Note, the Home and Student Editions aren't much cheaper and do not include all the Add-Ins necessary for this course.

You CANNOT use Office 365, Open Office or any edition other than Office Pro Plus 2013.

- **THIS IS REQUIRED and you are urged to order ASAP.**
- **You CAN START simulation activities within the eCourse without this, so DO NOT wait to get started.**

### **Course Description:**

The purpose of this course is to prepare students to creatively use industry standard software. More than an introduction to these tools, this course will delve deeper into the more intermediate skills necessary for today's managers. Students will not only focus on using the basics of the software, but will also develop products using the software. This course also prepares the student to take the Microsoft Office Specialist Exam in Excel 2013.

### **Learning Outcomes**

- Demonstrate Advanced Skills of Microsoft Excel
- Demonstrate the ability to use technology tools to accurately analyze data

**Microsoft Specialist Certification in Excel 2013.** There will be a link for purchasing exam vouchers within the course syllabus. The exam will NOT be given through the University; however, this course's purpose is to prepare you for it.

The eCourse is offered via Pearson Higher Ed. I have prepared the course for you, but after the first week, we will not be working in eCollege, but rather from the eCourse site.

- Go to <http://www.myitlab.com>.
- Register and create a Login.
- Enter your access code:
- **Enroll in a course.** The course ID to use is:
  - Section 01W: **lancaster75855**
  - Section 02W: **lancaster88996**
  - Section 03W: **lancaster79253**

---

*The syllabus/schedule are subject to change.*

---

Once you're enrolled in the course and enter it, you'll see a Student Getting Started screen. PLEASE go through all of this! The eCourse is nicely set up, but it will be foreign to you and you'll need the help in this document. Be sure and do this because we'll be moving through the material quickly! Once you have gone through and read the Getting Started Guide, return to the home screen and Set Up MyITLab. If you have problems with the site go to:

<https://support.pearson.com/getsupport>

After you do the Academic Honesty Policy and Student Introduction in eCollege, you should enter your ecourse from myitlab.com the course materials on the left.

You will find the data files you need in the **Notes to Student Data** files. It will take you to a separate website where you can download all the files at once, or just the ones you need at the time. **IMPORTANT:** When you save your documents that will be uploaded for grading, be SURE to use the filename given in the instructions.

Throughout the course, you are given many activities, all of which are graded, but don't count toward your course grade. You are encouraged to go through all activities and ALL Student Resources. There are videos, practice, simulations, and readings, etc. All there to assist you. This is not Excel at the beginner level; you are preparing for the Microsoft Office Specialist Exam. You will need to use all the resources at your disposal.

**IMPORTANT** You cannot successfully complete this course unless you work on it EVERYDAY. There are a large number of activities, videos, simulations, etc. to help you learn the material and they will all be necessary for you to complete the assignments. So DO NOT wait until the due dates to start. It will be difficult for you to finish the assignments only on the due date. Work on everything every day.

The course assignments and due dates are listed below.

- Pay attention to the due dates, which are also found on the calendar of your course, as I don't take late work; Capstone Exercises will CLOSE at midnight on the due date and will not be opened again for ANY reason. The same is true of Quizzes. You will find your average score in the gradebook for ALL activities. The custom view of the gradebook shows you the quiz grades and the capstone activities grades, but doesn't give you an average, therefore, I'll be manually entering those grades in the gradebook in eCollege for your review. Be patient. I have to do this manually.
- Within each chapter are Grader Activities that will be automatically graded when submitted; the only ones of these that will be counted toward your grade are the Capstone and Quizzes. You may submit the Capstone Exercise up to 3 times to achieve the highest score possible.
- The other exercises are assigned within the eCourse and you are encouraged to go through each of the Simulation and Grader Activities.

---

*The syllabus/schedule are subject to change.*

- You may submit all activities 3 times to get the highest score possible. The simulation and grader activities are assigned to Wednesday of each week, but you are encouraged to work on them throughout the week. They remain open for you to review throughout the course. NOTE: The capstone, homework 1, is also assigned on Wednesday, as well as Sunday. Remember, you can submit up to 3 times for the best grade possible.
- The system will provide you with detailed feedback and a grade on each of these activities, but they do not count toward your final grade. However, you cannot be successful in this course without doing them.

Assignment	Comments	Due Date	Points
Read Syllabus	eCollege	09/04/2016	
Submit Academic Honesty Policy	eCollege	09/04/2016	50
Student Introduction	eCollege	09/04/2016	50
Review Student Resources, Office Fundamentals, including video	eCourse	09/04/2016	
Read Chapter 1, all parts	eCourse, eText	09/04/2016	
Office Fundamentals Simulation Training	Chapter 1, eCourse	09/04/2016	Not graded
Office Fundamentals Capstone Exercise 1	eText page 82	09/11/2016	100
Office Fundamentals Quiz	eCourse	09/11/2016	100
Read Excel Chapter 1	eText	09/14/2016	
Excel Chapter 1 Activities	eCourse and eText	09/14/2016	Not graded
Excel Chapter 1 Simulation Exercises	eCourse	09/14/2016	Not graded
Excel Chapter 1 Capstone Exercise	eCourse	09/18/2016	100
Read Excel Chapter 2	eText	09/21/2016	Not graded
Excel Chapter 2 Simulation Exercises	eCourse	09/21/2016	Not graded

*The syllabus/schedule are subject to change.*

Excel Chapter 2 Activities	eCourse	09/21/2016	Not graded
Excel Chapter 2 Capstone Exercise	eCourse	09/25/2016	100
Excel Chapter 2 Quiz	eCourse	09/25/2016	100
Read Excel Chapter 3	eCourse	09/28/2016	
Excel Chapter 3 Simulation Exercises	eCourse	09/28/2016	Not graded
Excel Chapter 3 Activities	eCourse	09/28/2016	Not graded
Excel Chapter 3 Quiz	eCourse	09/28/2016	Not graded
Excel Chapter 3 Capstone Exercise	eCourse	10/03/2016	100
Excel Chapter 3 Quiz	eCourse	10/03/2016	100
Read Excel Chapter 4	eText	10/05/2016	
Excel Chapter 4 Simulation Exercises	eCourse	10/05/2016	Not graded
Excel Chapter 4 Activities	eCourse	10/05/2016	Not graded
Excel Chapter 4 Capstone Exercise	eCourse	10/09/2016	100
Excel Chapter 4 Quiz	eCourse	10/09/2016	100
Read Excel Chapter 5	eText	10/12/2016	Not graded
Excel Chapter 5 Simulation Activities	eCourse	10/12/2016	Not graded
Excel Chapter 5 Activities	eCourse	10/12/2016	Not graded
Excel Chapter 5 Capstone Exercise	eCourse	10/16/2016	100
Excel Chapter 5 Quiz	eCourse	10/16/2016	100
Read Excel Chapter 6	eText	10/19/2016	
Excel Chapter 6 Simulation Exercises	eCourse	10/19/2016	Not graded
Excel Chapter 6	eCourse	10/19/2016	Not graded

*The syllabus/schedule are subject to change.*

Activities			
Excel Chapter 6 Capstone Exercise	eCourse	10/23/2016	100
Excel Chapter 6 Quiz	eCourse	10/23/2016	100
Read Excel Chapter 7	eCourse	10/26/2016	
Excel Chapter 7 Simulation Exercises	eCourse	10/26/2016	Not graded
Excel Chapter 7 Activities	eCourse	10/26/2016	Not graded
Excel Chapter 7 Capstone Exercise	eCourse	10/30/2016	100
Excel Chapter 7 Quiz	eCourse	10/30/2016	100
Read Excel Chapter 8	eText	11/02/2016	
Excel Chapter 8 Simulation Activities	eCourse	11/02/2016	Not graded
Excel Chapter 8 Activities	eCourse	11/02/2016	Not graded
Excel Chapter 8 Capstone Exercise	eCourse	11/06/2016	100
Excel Chapter 8 Quiz	eCourse	11/06/2016	100
Read Excel Chapter 9	eText	11/09/2016	
Excel Chapter 9 Simulation Activities	eCourse	11/09/2016	Not graded
Excel Chapter 9 Activities	eCourse	11/09/2016	
Excel Chapter 9 Capstone Exercise	eCourse	11/13/2016	100
Excel Chapter 9 Quiz	eCourse	11/13/2016	100
Read Excel Chapter 10	eText	11/16/2016	
Excel Chapter 10 Simulation Activities	eCourse	11/16/2016	
Excel Chapter 10 Activities	eCourse	11/16/2016	Not graded
Excel Chapter 10 Capstone Exercise	eCourse	11/20/2016	100
Excel Chapter 10 Quiz	eCourse	11/20/2016	100

*The syllabus/schedule are subject to change.*

Read Excel Chapter 11	eText	11/23/2016	
Excel Chapter 11 Simulation Exercises	eCourse	11/23/2016	Not graded
Excel Chapter 11 Activities	eCourse	11/23/2016	Not graded
Excel Chapter 11 Capstone Exercise	eCourse	11/27/2016	100
Excel Chapter 11 Quiz	eCourse	11/27/2016	100
Read Excel Chapter 12	eText	11/30/2016	
Excel Chapter 12 Simulation Exercises	eCourse	11/30/2016	Not graded
Excel Chapter 12 Activities	eCourse	11/30/2016	Not graded
Excel Chapter 12 Capstone	eCourse	12/04/2016	100
Excel Chapter 12 Quiz	eCourse	12/04/2016	100
Excel Capstone Exercise Chapters 1-4	eCourse	12/10/2016	200
Excel Capstone Exercise Chapters 5-12	eCourse	12/16/2016	200
			2900 Points

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

*The syllabus/schedule are subject to change.*

## TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check http://help.ecollege.com/LS\\_Tech\\_Req\\_WebHelp/en-us/#LS\\_Technical\\_Requirements.htm#Browset](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
  - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
  - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

*The syllabus/schedule are subject to change.*



- At a minimum, you must have Microsoft Office 2013.. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical)  
<https://secure.ecollege.com/tamuc/index.learn?action=technical>

## ACCESS AND NAVIGATION

### ***Pearson LearningStudio (eCollege) Access and Log in Information***

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab. <http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

### **Pearson LearningStudio Student Technical Support**

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached in the following ways:

- **Chat Support:** Click on 'Live Support' on the tool bar within your course to chat with a Pearson LearningStudio Representative.

*The syllabus/schedule are subject to change.*

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

**Accessing Help from within Your Course:** Click on the 'Tech Support' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

### ***Policy for Reporting Problems with Pearson LearningStudio***

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you

**PLEASE NOTE:** Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

### **myLeo Support**

Your myLeo email address is required to send and receive all student correspondence. Please email [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu).  
<https://leo.tamuc.edu>

*The syllabus/schedule are subject to change.*

## Learner Support

The [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/) was created to serve you by providing as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>


The [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/) provides academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

## FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	<b>App Title:</b>	<b>iPhone</b> – Pearson LearningStudio Courses for iPhone <b>Android</b> – LearningStudio Courses - Phone
	<b>Operating System:</b>	<b>iPhone</b> - OS 6 and above <b>Android</b> – Jelly Bean, Kitkat, and Lollipop OS
	<b>iPhone App URL:</b>	<a href="https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8">https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8</a>
	<b>Android App URL:</b>	<a href="https://play.google.com/store/apps/details?id=com.pearson.lsphone">https://play.google.com/store/apps/details?id=com.pearson.lsphone</a>

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

*The syllabus/schedule are subject to change.*

## LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

## COMMUNICATION AND SUPPORT

### *Interaction with Instructor Statement*

**Communicating with your Instructor:** Since this is an online course, communication will be conducted via e-mail. eCollege or the Pearson eCourse has a built in e-mail - all e-mail correspondence will be through eCollege or the Pearson eCourse. All e-mail messages must contain student name as the last line in the message.

For an appropriate e-mail format example, see below:

Example:

Dear Mrs. Lancaster, Hello, Greetings, Good Morning/Afternoon, etc,

Your message.

Sincerely, Thank you, Regards, etc.

Your full name

Remember to professionally compose your e-mail messages with proper grammar, spelling, and a professional tone. Properly addressed and signed e-mails will be replied to within 24 to 48 hours Monday-Friday. If a face-to-face conference is required between the student and the instructor in the instructor's office, an appointment must be made several days in advance by the student.

*The syllabus/schedule are subject to change.*

**Civility Requirement:** Rude correspondence (discourteous or impolite, especially, in a deliberate way) in e-mails, telephone calls, postings to Discussions Boards, in person, or comments posted to Dropbox assignments made to other class members, the instructor, or the BAAS office staff will reduce the student's semester grade by 10 points for the first offense and an 'F' in the course for the second offense along with a referral to the Dean of Student Services for dismissal from the University. Written documentation for any offense will be placed in the student's folder in the Applied Science office as documentation for removal from the BAAS program and/or TAMU-C.

**Assignment Submissions:** Assignments are to be uploaded to the Dropbox by the due date posted. Verification that the professor has received your assignment is possible by looking in the Outbox portion of the student's Dropbox. Grades will be posted for the correct assignment in the correct Dropbox. The "help" section in your eCollege course and the Student Online Tutorial will describe the steps necessary to submit assignments to the Dropbox. Additionally, if you need technical assistance, you may contact technical support at eCollege. That contact number and e-mail address are listed under Technical Support and in the Announcements section of your course.

**Assignments and the quizzes, and discussion posts will NOT be accepted after the posted due date.** Your best strategy is to plan for due dates and submit assignments early. On all assignments in this course, you can have 3 submissions, with the highest score automatically counted.

Papers will NOT be accepted through fax or as e-mail attachments. REMEMBER, the instructor does not grade late or incorrectly submitted assignments. BE SURE your name is on the document you submit. Assignments are discarded that do not have the student's name clearly posted.

**Assignments and the quizzes, and discussion posts will NOT be accepted after the posted due date.** Your best strategy is to plan for due dates and submit

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### ***University Specific Procedures***

#### ***Student Conduct***

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

*The syllabus/schedule are subject to change.*

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)  
<http://www.albion.com/netiquette/corerules.html>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### **ADA Statement**

#### **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [Rebecca.Tuerk@tamuc.edu](mailto:Rebecca.Tuerk@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

*The syllabus/schedule are subject to change.*

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### ***Nondiscrimination Notice***

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### ***Campus Concealed Carry Statement***

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

*The syllabus/schedule are subject to change.*