Dear ALL,

Welcome to our class ISY 102, Microsoft Office Fundamentals.

I am Bharat S. Thakkar, Ph. D. and I will be your instructor for this course. I look forward to working with you and encourage you to begin working on the course right away.

Once you log into the iBoard and to this course, you can click on the “Contact” tab and you’ll learn about my academic credentials and my professional background. I invite you to complete your profile, if you have not done so, please do, so that I can learn about you.

Teaching is my passion. I have been teaching as a part-time professor since 1978. I have taught for several Chicago area colleges and universities. I have taught over fifty different courses in Leadership, Organization Development, Global Challenges, Solid Mechanics, Operations Management, Manufacturing Engineering, and Doctoral Research courses. I love teaching and consider it an honor to be able to teach at Allied American University. I would like you to derive maximum benefit out of this course and I expect your cooperation in going through the details of every module, every week.

By now, you should have already completed your ORI 100: Allied Online Orientation for Students and you are familiar with AAU policies and procedures, as well as with basic iBoard navigation tools and techniques. I would like to particularly remind you about some of the AAU policies such as Class Participation, Attendance, and Academic Honesty.

Participation

According to AAU policy, participation is graded by the instructor on the student’s contributions during the course. Each student must take part in answering discussion questions posted by the instructor and must contribute to the discussion threads in iBoard.

The minimum requirement for substantial participation is to post one response to the Discussion Question set by the instructor, and at least two additional follow up comments to the instructor’s response to the student’s original post. So each module, you would post a minimum of three substantial Discussion Board comments.

Attendance

According to AAU policy, students should contact their instructor weekly. There must be a minimum of one assignment/quiz submitted each week on average to iBoard in order to meet the attendance requirements. It is the submission of assignments that constitutes attendance.
You will be submitting your assignments via iBoard, where I will also grade your assignments and will provide feedback. We will communicate via iBoard Message Center if you have any questions or concerns regarding the course content, assignments, tests, and other course related issues.

If you have any problems with your iBoard login, you can also reach me via my personal e-mail Bthakkar@allied.edu or on the phone (630)267-7890 in any afternoon on Tuesdays and Thursdays.

Please also remember to use AAU help system at http://allied.edu/support.asp if you have technical issues or need to contact your Academic Progress Advisor, please do not hesitate to reach out to him or her.

Plagiarism and Academic Honesty

According to AAU policy, plagiarism is when words and ideas, which have already been published by others or produced by someone other than the student, are submitted in an assignment as if it were the student’s original work. Allied American University joins other academic institutions in their concern over this common problem and has formulated a policy that reflects the high value AAU places on academic honesty.

When instances of academic dishonesty, such as plagiarism or cheating, have been detected, faculty will have a number of options for addressing the incident with the student:

• Resubmission of the assignment (possibly for fewer points)
• Failure on the assignment
• Additional assignment(s)
• Reduction of the final course grade
• Failing grade in the course

The best way to avoid any instances of even unintentional plagiarism is to practice APA format for all your writing assignments. Consistently cite and reference material “borrowed” from other sources. In this way you join the scholarly tradition of giving credit to the original authors of information.

The APA guide and all other type of academic help you need can be found at AAU’s Academic Resource and Study Skills Center. The Center provides resources for study skills, assessment help, tutorials and administrative help to maximize your learning at AAU. Be sure to visit it frequently. Just click on the ARC in the portal links in iBoard.

At this time, please take a moment to peruse the course materials. Pay particular attention to the course syllabus, and to the first couple of modules to get a better
sense of what is to come and how you can plan your time to work through different assignments.

Once you review the material, please reply to this message to acknowledge that you have received it and that you have reviewed the course material. This will be a good start for our working relationship in this course. This will also be a good time to ask any questions you might have about the course or your instructor.

I look forward to contributing to your progress in the course. I hope you enjoy this learning experience and I wish you every success!

Sincerely,

Bharat S. Thakkar, Ph. D.

My Brief Bio:

Bharat S Thakkar, Ph.D., is presently part-time faculty at Allied American University online. He has a rich professional experience in quality, reliability, and technical support in areas of product development and trouble shooting. He is a Mechanical Engineering graduate with extensive experience in quality, reliability, design and manufacturing disciplines. He has worked with Lucent Technologies for 26 years.

Dr Thakkar is an expert in design of mechanical and electronic systems, packaging and heavy machinery manufacturing. He is also the founder Director of the consultancy firm Product Reliability Engineering and Management Group, Inc. USA (PREM Group, Inc.)

Dr Thakkar has conducted numerous workshop related to quality and reliability across the globe. Some of the companies / organization where Dr. Thakkar has conducted workshops:

Qingdao, China Reliability Training Program, Dept of Telecommunications, India, Lucent India, Bangalore, Lucent India New Delhi, C-DOT, Bangalore, Lucent Nuremberg, Germany, Micro Technology International, Milwaukee, WI, National Manufacturing Week, Chicago, Illinois Institute of Technology, Chicago.