

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Department : Computer Science
Course Title : Business Computer Applications
Section Name : BCIS_1405_WB
Start Date : 08/27/2012
End Date : 12/13/2012
Modality : WEB
Credits : 4

Instructor Information

Name : Diane Acosta
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OC Phone # : (432) 335-6342
Mobile# : (432) 770-4346 (best way to find me; texting ok)

Course Description

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business--oriented utilization of the Internet. Also introduces programming logic, structure and techniques using a high level programming language. Keyboarding proficiency is highly recommended. Lab fee required.

Prerequisites/Corequisites

None

ICOs

1,2, 3, 6, 8, 9

Course Objectives

After completing this course, the student should be able to demonstrate competency in:

1. Computer Concepts
 2. Windows XP
 3. Introduction to programming logic, structure, and techniques
 4. Application software (Microsoft Office 2010) knowledge and use
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COURSE REQUIREMENTS:

ALL STUDENTS ARE EXPECTED TO:

1. Take all exams and complete all homework.
2. Complete all lab projects, which include Word, Excel, Access and PowerPoint lessons and Projects, as well as journal entry assignments and discussion board questions

WEIGHT OF COURSE REQUIREMENTS:

Assignments	25%
Weekly Journals	10%
Research Assignment	10%
Discussion Board	10%
Tutorial Lab Tests & Lecture Quizzes	30%
Final Exam	15%

GRADING SCALE:

The general weighting of exams, assignments, and final exam for the Final grade in this particular course are:

A: 90 - 100

B: 80 - 89

C: 70 - 79

D: 60 - 69

F: 0 - 59

NOTE: ALL ASSIGNMENTS FOR THE ENTIRE SEMESTER ARE POSTED ON THE CLASS WEBSITE. ALL Tutorial Lab Test and Lecture Quiz Dates WILL BE ANNOUNCED ON THE CLASS WEBSITE.

ATTENDANCE POLICY

Attendance will be recorded as your Discussion Board entries, and you will be graded once a week according to the completion/non-completion of the discussion board questions. You **MUST** answer the discussion board questions by the deadline, as well as answer them with **at least 4-5 sentences** to receive full credit for each question each week.

COURSE REQUIREMENT DEADLINES

Credit will be given for **ONLY** those exams completed on exam days, as well as homework completed and turned in by the announced deadlines, unless **prior arrangements** have been made with and approved by the instructor. Zeros (0) will be recorded for any work for which arrangements have **not** been approved!!

- **NO late homework will be accepted.**
- **There are NO make-up exams, UNLESS you have made prior arrangements with me.**

NO EXCEPTIONS TO THIS POLICY WILL BE MADE.

IMPORTANT NOTE

It is the policy of this instructor to help you complete this course. If you believe that you cannot complete this class due to medical, family, financial, social, or job related problems or conflicts, you should see your instructor to discuss your options.

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - post grades for discussion postings within one week of the discussion thread closing.
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;

- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
- getting “kicked off” of the system during tests or quizzes;
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
 - ask questions if I don’t understand; and,
 - access my course several times during the week to keep up with assignments and announcements.

ACADEMIC ETHICS:

You are expected to create, edit format and print out your own assignments, take tests without notes or other outside assistance. **ALL WORK IS EXPECTED TO BE YOUR OWN.**

If unethical behavior is detected:

WITH YOUR FIRST OFFENSE, YOU WILL RECEIVE ZEROS FOR THE ENTIRE CHAPTER AND the LAB TEST for that chapter.

WITH YOUR SECOND OFFENSE, YOU WILL BE KICKED OUT OF THE CLASS WITH A FINAL GRADE OF “F,” NO QUESTIONS ASKED.

Required Readings/Materials

TEXTBOOKS (can be purchased as a bundle for \$192.00 in the OC bookstore):
New Perspectives on Microsoft Office 2010 First Course

Shaffer, Carey, Finnegan, Pinard, Ageloff, Ruffolo, Romer, Pedicini, Parsons, Oja, Adamski, S. Zimmerman, Cram, B. Zimmerman – 2011

Discovering Computers: Complete 2012

Shelly and Vermaat - 2012

ACCESS CODE: SAM (comes with bundle in the OC bookstore). If you choose to borrow a book, you can purchase the code separately from <http://www.cengagebrain.com> and type in the following ISBN in the Search box: 1-111-66936-8. It will bring up **SAM 2010 Assessment, Training, and Projects v2.0 Instant Access Code, 1st Edition for \$93.00**.

FLASHDRIVE: (at least 1GB in memory). If you are enrolled in a web class, you can save your files to your computer. If you will be using someone else's computer, you will need to purchase one of these.

MICROSOFT OFFICE 2010, PROFESSIONAL EDITION – includes MS Word, MS Excel, MS Access, and MS PowerPoint. The bundle in the bookstore includes a trial version of MS Office 2010 Professional Edition

Week 1

Topic/Overview: This week focuses on Word Tutorial 1 from the New Perspectives book and Chapter 1 from the Discovering Computers lecture book

Summary of Week 1 Activities

Item(Name)	Type	Description	Due
<i>Word Tutorial 1 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial 1 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial 1 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 1 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 1 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 1 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 1 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 2

Topic/Overview: This week focuses on Word Tutorial 2 from the New Perspectives book and Chapter 2 from the Discovering Computers lecture book

Summary of Week 2 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Word Tutorial 2 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial 2 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial 2 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 2 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 2 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 2 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 2 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 3

Topic/Overview: This week focuses on Word Tutorial 3 from the New Perspectives book and Chapter 3 from the Discovering Computers lecture book

Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Word Tutorial 3 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial 3 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial31 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 3 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 3 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 3 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Journal #3</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 4

Topic/Overview: This week focuses on Word Tutorial 4 from the New Perspectives book and Chapter 4 from the Discovering Computers lecture book

Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Word Tutorial 4 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial 4 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial 4 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 4 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 4 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 4 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 4 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 5

Topic/Overview: This week focuses on Excel Tutorial 1 from the New Perspectives book and Chapters 5 from the Discovering Computers lecture book

Summary of Week 5 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Excel Tutorial 1 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Excel Tutorial 1 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Excel Tutorial 1 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 5 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 5 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 5 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 5 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 6

Topic/Overview: This week focuses on Excel Tutorial 2 from the New Perspectives book and Chapters 6 from the Discovering Computers lecture book

Summary of Week 6 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Excel Tutorial 2 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Excel Tutorial 2 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Excel Tutorial 2 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 6 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 6 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 6 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 6 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 7

Topic/Overview: This week focuses on Excel Tutorial 3 from the New Perspectives book and Chapter 7 from the Discovering Computers lecture book.

Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Excel Tutorial 3 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Excel Tutorial 3 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Excel Tutorial 3 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 7 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 7 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 7 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 7 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 8

Topic/Overview: This week focuses on Excel Tutorial 4 from the New Perspectives book and Chapter 8 from the Discovering Computers lecture book.

Summary of Week 8 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Excel Tutorial 4 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Excel Tutorial 4 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Excel Tutorial 4 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 8 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 7 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 8 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 8 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 9

Topic/Overview: This week focuses on Access Tutorial 1 from the New Perspectives book and Chapter 9 from the Discovering Computers lecture book.

Summary of Week 9 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Access Tutorial 1 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Access Tutorial 1 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Access Tutorial 1 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 9 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 9 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 9 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 9 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 10

Topic/Overview: This week focuses on Access Tutorial 2 from the New Perspectives book and Chapter 10 from the Discovering Computers lecture book.

Summary of Week 10 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Access Tutorial 2 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Access Tutorial 2 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Access Tutorial 2 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 10 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 9 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 10 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 10 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 11

Topic/Overview: This week focuses on Access Tutorial 3 from the New Perspectives book and Chapter 11 from the Discovering Computers lecture book.

Summary of Week 11 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Access Tutorial 3 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Access Tutorial 3 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Access Tutorial 3 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 11 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 11 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 11 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 11 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 12

Topic/Overview: This week focuses on Access Tutorial 4 from the New Perspectives book and Chapter 12 from the Discovering Computers lecture book.

Summary of Week 12 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Access Tutorial 4 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Access Tutorial 4 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Access Tutorial 4 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 12 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 12 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Week 12 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 12 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 13

Topic/Overview: This week focuses on PowerPoint Tutorial 1 from the New Perspectives book, Chapter 13 from the Discovering Computers lecture book, and the Research Assignment.

Summary of Week 13 Assignments & Activities

Item(Name)	Type	Description	Due
<i>PowerPoint Tutorial 1 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>PowerPoint Tutorial 1 Case</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>PowerPoint Tutorial 1 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 13 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 13 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Research Assignment</i>	<i>Research Assignment</i>	<i>Purchasing a Computer</i>	<i>See Blackboard</i>
<i>Week 13 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Week 13 Journal</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 14

Topic/Overview: There are NO NEW assignments/tests during this week due to the Thanksgiving holiday. You will just continue working on the Research Assignment that was started the previous week.

Summary of Week 14 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Research Assignment (continue working from Week 13)</i>	<i>Research Assignment</i>	<i>Purchasing a Computer</i>	<i>See Blackboard</i>

Week 15

Topic/Overview: This week focuses on Chapters 14-15 from the Discovering Computers lecture book, finishing the Research Assignment, and studying for the Final Exam.

Summary of Week 15 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Research Assignment (finish up & submit during this week)</i>	<i>Research Assignment</i>	<i>Purchasing a Computer</i>	<i>See Blackboard</i>
<i>Chapter 14 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 14 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Chapter 15 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 15 from lecture book</i>	<i>See Blackboard/SAM Website</i>
<i>Final Exam Training</i>	<i>Optional Assignment</i>	<i>This is just a review for the final exam and is NOT required</i>	<i>NOT Required</i>
<i>Week 15 DQ</i>	<i>Discussion</i>	<i>Discussion board question completed each week</i>	<i>See Blackboard</i>
<i>Journal #15</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>

Week 16

Topic/Overview: This week focuses on completing the Final Exam

Summary of Week 16 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Final Exam</i>	<i>Final Exam</i>	<i>Final Exam</i>	<i>See Blackboard/SAM Website</i>

Grading Policy

Percentage %	Grade
90-100	A
80-89	B
70-79	C
60-69	D
<=59	F

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).