

## Course Syllabus

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

**Department** : Computer Sciences

**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

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**Name** : Mitch Slusher

**OC Email** : [mslusher@odessa.edu](mailto:mslusher@odessa.edu)

**OC Phone #** : 432-335-6438

### Course Description

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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 high level programming language. Keyboarding proficiency is highly recommended. Lab fee required.

### Prerequisites/Corequisites

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Prerequisite: None. (11.0202.5404)

## ICOs

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## Course Objectives

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### Course Objectives

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

1. General Computer Concepts
2. Windows XP
3. Application software ( Microsoft Office 2010) knowledge and use

### Required Readings/Materials

1. ***Discovering Computers, Your Interactive Guide to the Digital World (Complete)***  
Shelly Cashman Series, Course Technology/Cengage Learning - 2012
2. ***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
3. **SAM 2010 Student Access Code** (included with text bundle from Publisher)  
If purchased separately, please see: <http://www.cengagebrain.com> ISBN: 1-111-66936-8,  
Description: SAM 2010 Assessment, Training, and Projects v2.0 Instant Access Code, 1<sup>st</sup> Edition  
(\$ 71.50)
4. **For Off-Campus Use: Microsoft Office 2010 Professional** (Trial edition included with text bundle from Publisher)  
Fully licensed product can be purchased from Microsoft, **Office Professional Academic 2010**, \$ 99.95  
Must use Student E-Mail as proof of current student status. See:  
<http://www.microsoftstore.com>
5. **For On-Campus Use:** A USB flash-drive with at least ½ GB free space.
6. **For On-Campus Use**(optional): Ear Buds for on-demand audio/video tutorials.

### Grading Policy

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Discussion Board/Participation	10%	A	90 - 100
Tutorials	25%	B	80 - 89
Case Projects	20%	C	70 - 79

Research Assignment	10%	D	60 – 69
Concept Exams	20%	F	< 60
Final Exam	15%		

ALL work must be completed on or before the designated Due Dates.(posted on Blackboard)

Late work will NOT BE Accepted. Any exception must be by prior communication/arrangement with your instructor.

#### **If unethical behavior is detected**

- FIRST OFFENSE: YOU WILL RECEIVE ZEROS FOR THE ASSIGNMENT.
- SECOND OFFENSE: YOU WILL BE KICKED OUT OF THE CLASS WITH A FINAL GRADE OF “F,” NO QUESTIONS ASKED.

#### **Expectations for Engagement**

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##### **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.

#### **Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the 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 in a timely manner through telephone, email, or next classroom contact; 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

- return classroom activities and homework within one week of the due date and
- 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

- attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
- recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet 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,

- missing class when a major test is planned or a major assignment is due;
- having trouble submitting assignments;
- dealing with a traumatic personal event; and,
- having my work or childcare schedule changed so that my classroom attendance is affected.

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,

- attend class regularly to keep up with assignments and announcements.

### **Special Needs**

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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 our concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

### **Learning Resource Center (Library)**

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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**

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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 correspondence will be submitted using your Odessa College email.**

### **Student Portal**

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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 correspondence will be submitted using your Odessa College email.**

### **Technical Support**

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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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### **Evaluations**

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Student evaluation of Instruction is scheduled for the week of November 26<sup>th</sup>.

### **Important School Policies**

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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](#).

