

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 Sciences
Course Title : Business Computer Applications
Section Name : BCIS_1405_WB
Start Date : 06/06/11
End Date : 07/28/11
Modality : HYBRID
Credits :

Instructor Information

Name : Royce Cone
OC Email : rkcone@odessa.edu
OC Phone# : (432) 335-6593

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 utilizations of the Internet. Keyboarding proficiency is highly recommended. Lab Fee required.

Prerequisites/Corequisites

None

Scans

1,2, 3, 6, 8, 9

Course Objectives

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

- 1.0 General Computer Concepts
- 2.0 Windows XP
- 3.0 Application software (Microsoft Office 2007) knowledge and use

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.

WEIGHT OF COURSE REQUIREMENTS:

Chapter Exams	35%
Attendance score	15%
Final Exam	10%
Final Powerpoint	5%
Assignments	35%

METHOD OF EVALUATION:

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

Exams& Quizzes:	35%	A: 90 – 100
Assignments:	35%	B: 80 - 89
Attendance:	15%	C: 70 - 79
Final Exam:	10%	D: 60 - 69
Final Powerpoint:	5%	F: 0 - 59

NOTE: ALL ASSIGNMENTS FOR THE ENTIRE SEMESTER ARE POSTED ON THE CLASS WEBSITE. ALL QUIZZES AND TEST DATES WILL BE ANNOUNCED ON THE CLASS WEBSITE.

ATTENDANCE POLICY

Attendance grades come from participating in the discussion board each week.

COURSE REQUIREMENT DEADLINES

Credit will be given for **ONLY** those exams completed on exam days, and homework, and projects 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!!

- **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.

ACADEMIC ETHICS:

You are expected to create, edit/format and print out your own assignments, take tests without 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 PROJECT IN QUESTION.

WITH YOUR SECOND OFFENSE, YOU WILL BE REMOVED FROM THE CLASS WITH A FINAL GRADE OF "F," NO QUESTIONS ASKED.

Required Readings/Materials

TEXTBOOKS: Technology in Action, Complete (Sixth edition)

Evans, Margin, and Poatsy

GO! With Microsoft Office 2007. Brief

Gaskin, Preston, Preston, Ferrett, Foster-Turpen, and Vargas

SUPPLIES: Flashdrive (also known as jumpdrive). 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.

Course Requirements (Lectures, Assignments and Assessments)

Credit will be given for ONLY those exams completed on exam days, and homework, and projects 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.

Week 1

Topic/Overview: This week focuses on Word Chapter 5

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Go! Chapter 5	Homework	Homework	see Blackboard
TIA Chapter 1	Reading	Reading	see Blackboard
TIA Chapter 1	Quiz	Quiz	See Blackboard
TIA Chapter 2	Reading	Reading	see Blackboard
TIA Chapter 2	Quiz	Quiz	see Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 2

Topic/Overview: This week focuses on Word Chapters 6 and 7

Summary of Week 2 Assignments & Activities

Item(Name)	Type	Description	Due
GO! Chapter 6	Homework	Homework	see Blackboard
TIA Chapter 6	Reading	Reading	see Blackboard
TIA Chapter 6	Quiz	Quiz	See Blackboard
GO! Chapter 7	Homework	Homework	see Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 3

Topic/Overview: This week focuses on Word Chapter 8 and Excel Chapter 9

Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 8	Homework	Homework	see Blackboard
TIA Chapter 8	Reading	Reading	see Blackboard
TIA Chapter 8	Quiz	Quiz	See Blackboard
Chapter 9	Homework	Homework	see Blackboard
TIA Chapter 9	Reading	Reading	see Blackboard
TIA Chapter 9	Quiz	Quiz	see Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 4

Topic/Overview: This week focuses on Excel Chapters 10 and 11

Summary of Week 4 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 10	Homework	Homework	see Blackboard
TIA Chapter 3	Reading	Reading	see Blackboard
TIA Chapter 3	Quiz	Quiz	See Blackboard
Chapter 11	Homework	Homework	see Blackboard
TIA Chapter 13	Lecture	Lecture	see Blackboard
TIA Chapter 13	Quiz	Quiz	see Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 5

Topic/Overview: This week focuses on Access Chapters 12 and 13

Summary of Week 5 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 12	Homework	Homework	see Blackboard
TIA Chapter 4	Reading	Reading	see Blackboard
TIA Chapter 4	Quiz	Quiz	See Blackboard
Chapter 13	Homework	Homework	see Blackboard
TIA Chapter 5	Reading	Reading	see Blackboard
TIA Chapter 5	Quiz	Quiz	see Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 6

Topic/Overview: This week focuses on Access Chapter 14 and Powerpoint Chapter 15
Summary of Week 6 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 14	Homework	Homework	see Blackboard
TIA Chapter 10	Reading	Reading	see Blackboard
TIA Chapter 10	Quiz	Quiz	See Blackboard
Chapter 15	Homework	Homework	see Blackboard
TIA Chapter 11	Reading	Reading	see Blackboard
TIA Chapter 11	Quiz	Quiz	see Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 7

Topic/Overview: This week focuses on Powerpoint Chapter 16

Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 16	Homework	Homework	see Blackboard
TIA Chapter 7	Reading	Reading	see Blackboard
TIA Chapter 7	Quiz	Quiz	See Blackboard
TIA Chapter 12	Reading	Reading	see Blackboard
TIA Chapter 12	Quiz	Quiz	see Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 8

Topic/Overview: This week is finals week.

Summary of Week 8 Assignments & Activities

Item(Name)	Type	Description	Due
TIA Final Exam	Test	Final Exam	see Blackboard
Final Presentation	Test	Final PowerPoint Presentation	See blackboard

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](#).