

## **COURSE SYLLABUS**

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

### **I. COURSE INFORMATION**

Course No.:	BCIS.1405.8WB
Semester:	Summer 1 2011
Course Title:	Business Computer Applications
Instructor:	Cheri Whalen, M.S.
Office Hours:	Online as needed
Course Email:	<a href="mailto:oc.bcis.sum1.whalen@gmail.com">oc.bcis.sum1.whalen@gmail.com</a>
Instructor Email:	<a href="mailto:cwhalen@odessa.edu">cwhalen@odessa.edu</a>
Personal Phone:	432-528-3975 (Please try email FIRST!)
OC Phone:	None
Credits:	4 credit hours

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

#### **Prerequisites/Corequisites**

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None

#### **Scans**

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1, 2, 3, 6, 8, 9

#### **Course Objectives**

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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**

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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.
3. This is an online course, all assignments and exams must be complete by July 27, 2011 at 6:00 pm.

## II. TEXT AND MATERIALS

Before starting the course, you will need the following:

- *GO! with Microsoft® Office 2007 Introductory, 3e* by Shelley Gaskin, Robert L. Ferrett, Alicia Vargas, and Suzanne Marks ©2010, published by Pearson Prentice Hall. ISBN 0-13-505923-2
- *Technology In Action, Complete Version, 7/E*  
Alan Evans  
Kendall Martin  
Mary Anne S. Poatsy, *Montgomery County Community College*
  - ISBN-10: 0135096693
  - ISBN-13: 9780135096697
- Storage device for saving files (flash drive)

## III. WHAT YOU WILL LEARN IN THIS COURSE

This is a hands-on course in which you will learn to use a computer to practice the four most popular programs within the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). You will learn to be an intermediate level user of the Microsoft Office Suite.

Within the Microsoft Office Suite, you will use Word, Excel, Access, and PowerPoint. Microsoft Word is a word processing program with which you can create common business and personal documents. Microsoft Excel is a spreadsheet program that organizes and calculates accounting-type information. Microsoft Access is a database program that organizes large amounts of information in a useful manner. Finally, Microsoft PowerPoint is a presentation graphics program with which you can develop slides to accompany an oral presentation.

The Technology in Action Text will present a curriculum designed to teach the student introductory technology knowledge. You will learn about software, hardware, the internet and many other aspects of computing. The exams and quizzes are based on the soundbyte labs you complete for the Technology in Action textbook.

## **IV. ATTENDANCE**

- Online class, you should check announcements DAILY. Class attendance is not required
- Regular class work will maximize your computer skills for your personal and professional future.

## **V. CLASSROOM RULES OF CONDUCT**

- This is an online class and you will be expected to solve problems with your hardware (computer and memory) on your own. If you are having problems I encourage you to contact me, but realize that I cannot be responsible for the competency of your computer, I am here to teach the technology course work, and do my best to refer you a technician for hardware or personal network issues.
- Proper courtesy and use of online manner and etiquette are required and expected. I understand that sometimes you will be frustrated, but please address me politely and professionally, and you can expect the same from me.
- You are encouraged to work with fellow students to solve problems. However, you must complete your own work. Exams are always complete individually.

## **VI. CLASS POLICIES**

- 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.
- Disability Accommodations - Students with a learning disability need to discuss their situation with the Disability Support Services Department. Students need to request an accommodation notification for the instructor.
- Academic Ethics / Cheating - It is expected that students will conduct themselves with integrity. If you cheat or assist others in cheating, you violate a trust.

Cheating includes, but is not limited to, the following:

- copy files or lend your storage device to another student
- copy answers on exams or glance at nearby exams
- print work for someone else
- turn in assignments that have been used in other classes

- purchase or sell assignments or exam materials

If you cheat, some or all of the following actions will be taken:

- **FIRST OFFENSE, YOU WILL RECEIVE ZEROS FOR THE PROJECT IN QUESTION.**
- **SECOND OFFENSE, YOU WILL BE REMOVED FROM THE CLASS WITH A FINAL GRADE OF “F”.**

## VII. EVALUATION AND GRADING

You will be evaluated based on your combined performance on homework assignments and exams.

Your ability to understand and follow the directions in the text thoroughly will be an essential component for successful completion of the projects/homework.

The following grading scale will be used:

<b>Percentage of Possible Points</b>	<b>Grade</b>	<b>WEIGHTING</b>	<b>% of Overall Course Points</b>
90-100%	A	Assignments: GO! Projects/Tech in Action Soundbyte Labs and Quizzes	40%
80-89%	B	EXAMS Including the final exam.	60%
70-79%	C		
60-69%	D		
Below 60%	F		

## VIII. COURSE OUTLINE & ASSIGNMENT SHEET

Please use this schedule to help you manage your time during the course. Do not fall behind I will not accept any projects or exams past the deadline.

<b>Course Outline &amp; Assignment Sheet: 8-Week Semester</b>					
<b>Week</b>	<b>Read and Perform Steps</b>	<b>Homework</b>	<b>Due Date</b>	<b>Possible Points</b>	<b>Your Points</b>
1	<p>Chapter 5 Creating Documents with Microsoft Word 2007</p> <p>Chapter 6 Formatting and Organizing Text</p> <p>TechInAction SoundByte Lab and Quiz</p>	<p>Project 5A Project 5B GO! Study Guide Quiz</p> <p>Project 6A Project 6B GO! Study Guide Quiz</p>			
2	<p>Chapter 7 Using Graphics and Tables</p> <p>Chapter 8 Special Document Formats, Columns, and Mail Merge</p> <p>TechInAction SoundByte Lab and Quiz</p> <p>EXAM 1</p>	<p>Project 7A Project 7B GO! Study Guide Quiz</p> <p>Project 8A Project 8B GO! Study Guide Quiz</p> <p>TIA Chap 1 &amp; 3</p>			

<b>Week</b>	<b>Read and Perform Steps</b>	<b>Homework to Turn In</b>	<b>Due Date</b>	<b>Possible Points</b>	<b>Your Points</b>
3	<p>Chapter 9 Creating a Worksheet and Charting Data</p> <p>Chapter 10 Managing Workbooks and Analyzing Data</p> <p>TechInAction SoundByte Lab and Quiz</p>	<p>Project 9A Project 9B GO! Study Guide Quiz</p> <p>Project 10A Project 10B GO! Study Guide Quiz</p>			
4	<p>Chapter 11 Using Functions and Tables</p> <p>Chapter 12 Getting Started with Access Databases and Tables</p> <p>TechInAction SoundByte Lab and Quiz</p> <p>EXAM 2</p>	<p>Project 11A Project 11B GO! Study Guide Quiz</p> <p>Project 12A GO! Study Guide Quiz</p> <p>TIA Chap 4 &amp; 5</p>			
5	<p>Chapter 13 Sort and Query a Database</p> <p>Chapter 14 Forms, Filters, and Reports</p>	<p>Project 13A GO! Study Guide Quiz</p> <p>Project 14A GO! Study Guide Quiz</p>			

	TechInAction SoundByte Lab and Quiz				
6	Chapter 15 Getting Started with Microsoft PowerPoint 2007  Chapter 16 Designing a PowerPoint Presentation  TechInAction SoundByte Lab and Quiz  EXAM 3	Project 15A Project 15B GO! Study Guide Quiz  Project 16A Project 16B GO! Study Guide Quiz  TIA Chap 6,7,8			
7	Chapter 17 Enhancing a Presentation with Animation, Tables, and Charts  TechInAction SoundByte Lab and Quiz	Project 17A Project 17B			
8	Final Exam Week	Final Exam TIA Chap 10 & 13 ALL ASSIGNMENTS MUST BE SUBMITTED BY THE DUE DATE:	July 27, 2011 6:00 pm		

**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 your 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 assignments or 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 assignments or 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).

## **Important School Policies**

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