

## 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\_1305\_1

**Start Date** : 06/04/2012

**End Date** : 07/05/2012

**Modality** : Hybrid

**Credits** : 3

## Instructor Information

---

**Name** : Raymond L. Cone

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

**OC Phone #** : (432) 335-6326

## 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**

---

### **Required Readings/Materials**

#### **TEXTBOOKS:**

**New Perspectives Microsoft Office 2010 First Course**, Course Technology-CENGAGE Learning 2011

**Sam activation Key** Course Technology-CENGAGE Learning 2011

### **Course Requirements (Lectures, Assignments and Assessments)**

#### **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 40% Quizzes and Lab Tests

Attendance score 10%

Final Exam 15%

Research Paper 10%

Assignments 25%

Microsoft Word

Microsoft Excel

Microsoft Access

Microsoft PowerPoint

#### **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!

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

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

## Grading Policy

---

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

Exams& Quizzes: 40%	A: 90 - 100
Assignments: 25%	B: 80 - 89
Attendance: 10%	C: 70 - 79
Final Exam: 15%	D: 60 - 69
Research Paper 10%	F: 0 - 59

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

## ATTENDANCE POLICY

Attendance will be recorded and you will be graded once a week according to the number of days the class meets per week. For example, TTh classes meet twice per week. If you attend both classes for the week, you will receive a 100 for the week. If you miss 1 day with an UNEXCUSED absence, then you will receive a 50 for the week. MWF classes meet 3 times per week. If you miss 1 day, your grade is a 66; if you miss 2 days, your grade will be a 33, If you miss all classes with UNEXCUSED absences, you will receive a 0 for the week. If you are enrolled in a web class, your attendance grade comes from the discussion board.

## 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 our 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 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 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](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](#).

# Course Outline

## Week One:

Introduction to the course

Word Tutorial 1 Training – Completed in SAM

Word Tutorial 1 Case 1 – Copy starting file from Sam, complete in Word 2010, turn project in through SAM

Word Tutorial 1 Quiz – Completed in SAM

Word Tutorial 2 Training – Completed in SAM

Word Tutorial 2 Case 1 – Copy starting file from Sam, complete in Word 2010, turn project in through SAM

Word Tutorial 2 Quiz – Completed in SAM

Word Tutorial 3 Training – Completed in SAM

Word Tutorial 3 Case 1 – Copy starting file from Sam, complete in Word 2010, turn project in through SAM

Word Tutorial 3 Quiz – Completed in SAM

Word Tutorial 4 Training – Completed in SAM

Word Tutorial 4 Case 1 – Copy starting file from Sam, complete in Word 2010, turn project in through SAM

Word Tutorial 4 Quiz – Completed in SAM

## Week Two:

Start your Research Paper

Excel Tutorial 1 Training – Completed in SAM

Excel Tutorial 1 Case 1 – Copy starting file from Sam, complete in Excel 2010, turn project in through SAM

Excel Tutorial 1 Quiz – Completed in SAM

Excel Tutorial 2 Training – Completed in SAM

Excel Tutorial 2 Case 1 – Copy starting file from Sam, complete in Excel 2010, turn project in through SAM

Excel Tutorial 2 Quiz – Completed in SAM

Excel Tutorial 3 Training – Completed in SAM

Excel Tutorial 3 Case 1 – Copy starting file from Sam, complete in Excel 2010, turn project in through SAM

Excel Tutorial 3 Quiz – Completed in SAM

Excel Tutorial 4 Training – Completed in SAM

Excel Tutorial 4 Case 1 – Copy starting file from Sam, complete in Excel 2010, turn project in through SAM

Excel Tutorial 4 Quiz – Completed in SAM

Week Three:

Access Tutorial 1 Training – Completed in SAM

Access Tutorial 1 Case 1 – Copy starting file from Sam, complete in Access 2010, turn project in through SAM

Access Tutorial 1 Quiz – Completed in SAM

Access Tutorial 2 Training – Completed in SAM

Access Tutorial 2 Case 1 – Copy starting file from Sam, complete in Access 2010, turn project in through SAM

Access Tutorial 2 Quiz – Completed in SAM

Access Tutorial 3 Training – Completed in SAM

Access Tutorial 3 Case 1 – Copy starting file from Sam, complete in Access 2010, turn project in through SAM

Access Tutorial 3 Quiz – Completed in SAM

Access Tutorial 4 Training – Completed in SAM

Access Tutorial 4 Case 1 – Copy starting file from Sam, complete in Access 2010, turn project in through SAM

Access Tutorial 4 Quiz – Completed in SAM

Week Four:

PowerPoint Tutorial 1 Training – Completed in SAM

PowerPoint Tutorial 1 Case 1 – Copy starting file from Sam, complete in PowerPoint 2010, turn project in through SAM

PowerPoint Tutorial 1 Quiz – Completed in SAM

PowerPoint Tutorial 2 Training – Completed in SAM

PowerPoint Tutorial 2 Case 1 – Copy starting file from Sam, complete in PowerPoint 2010, turn project in through SAM

PowerPoint Tutorial 2 Quiz – Completed in SAM

Week Five:

**July 4<sup>th</sup> is a holiday – NO class**

Word Final Exam Case – Copy starting file from Sam, complete in Word 2010, turn project in through SAM

Excel Final Exam Case – Copy starting file from Sam, complete in Word 2010, turn project in through SAM

PowerPoint Final Exam Case – Copy starting file from Sam, complete in Word 2010, turn project in through SAM

**All Projects, Research Papers and Final Exam are due NO later than 12:00 pm (NOON) July 5<sup>th</sup>.**

