

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_8WB
Start Date : 06/04/2012
End Date : 07/26/2012
Modality : WEB
Credits : 4

Instructor Information

Name : Diane Acosta
OC Email : dacosta@odessa.edu
OC Phone # : (432) 335-6462
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 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, 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.

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.

Success Coaches

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.

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 Tutorials 1-2 from the New Perspectives book and Chapters 1-2 from the Discovering Computers lecture book

Summary of Week 1 Activities

Item(Name)	Type	Description	Due
<i>Journal #1</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>
<i>Word Tutorial 1 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial 1 Case Problem 1</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>Journal #2</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>
<i>Word Tutorial 2 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial 2 Case Problem 1</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>Journal #3</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</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>Chapter 2 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 2 from lecture book</i>	<i>See Blackboard/SAM Website</i>

Week 2

Topic/Overview: This week focuses on Word Tutorials 2-3 from the New Perspectives book and Chapters 3-4 from the Discovering Computers lecture book

Summary of Week 2 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 Problem 1</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>Journal #4</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>
<i>Word Tutorial 4 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Word Tutorial 4 Case Problem 1</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>Journal #5</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</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>Chapter 4 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 4 from lecture book</i>	<i>See Blackboard/SAM Website</i>

Week 3

Topic/Overview: This week focuses on Excel Tutorials 1-2 from the New Perspectives book and Chapters 5-6 from the Discovering Computers lecture book

Summary of Week 3 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 Problem 1</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>Journal #6</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>
<i>Excel Tutorial 2 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Excel Tutorial 2 Case Problem 1</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>Journal #7</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</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>Chapter 6 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 6 from lecture book</i>	<i>See Blackboard/SAM Website</i>

Week 4

Topic/Overview: This week focuses on Excel Tutorials 3-4 from the New Perspectives book and Chapters 7-8 from the Discovering Computers lecture book.

Summary of Week 3 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 Problem 1</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>Journal #8</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>
<i>Excel Tutorial 4 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Excel Tutorial 4 Case Problem 1</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>Journal #9</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</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>Chapter 8 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 8 from lecture book</i>	<i>See Blackboard/SAM Website</i>

Week 5

Topic/Overview: This week focuses on Access Tutorials 1-2 from the New Perspectives book and Chapters 9-10 from the Discovering Computers lecture book.

Summary of Week 5 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 Problem 1</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>Journal #10</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>
<i>Access Tutorial 2 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Access Tutorial 2 Case Problem 1</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>Journal #11</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</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>Chapter 10 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 10 from lecture book</i>	<i>See Blackboard/SAM Website</i>

Week 6

Topic/Overview: This week focuses on Access Tutorials 3-4 from the New Perspectives book and Chapters 11-12 from the Discovering Computers lecture book.

Summary of Week 6 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 Problem 1</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>Journal #12</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>
<i>Access Tutorial 4 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See Blackboard/SAM Website</i>
<i>Access Tutorial 4 Case Problem 1</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>Journal #13</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</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>Chapter 12 Lecture Quiz</i>	<i>Test</i>	<i>Lecture quiz covering Chapter 12 from lecture book</i>	<i>See Blackboard/SAM Website</i>

Week 7

Topic/Overview: This week focuses on PowerPoint Tutorial 1 from the New Perspectives book, Chapters 13-15 from the Discovering Computers lecture book, and the Research Assignment.

Summary of Week 7 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 Problem 1</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>Journal #14</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</i>
<i>Research Assignment</i>	<i>Research Assignment</i>	<i>Purchasing a Computer</i>	<i>See Blackboard</i>
<i>Journal #15</i>	<i>Homework</i>	<i>Journal reflection completed each week</i>	<i>See Blackboard</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>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>

Week 8

Topic/Overview: This week focuses on finishing the Research Assignment and taking the Final Exam

Summary of Week 8 Assignments & Activities

Item(Name)	Type	Description	Due
<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>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](#).