

Department of Computer Science Course Syllabus

Course Title: BCIS 1305 Business Computer Applications
 Course No.: Section WB9
 Semester: SPRING 2013
 Instructor: Cheri Whalen, M.S.
 Office Hours: ONLINE: Tuesday 6:00pm to 9:00pm
 Course Email: cwhalen@odessa.edu
 Instructor Email: cwhalen@odessa.edu Alternate email: cheri.c.whalen@gmail.com
 Personal Phone: 432-528-3975 (Please try email FIRST! If you text or leave a message please leave your name and the course you are in 1305 OR 1405)
 OC Phone: None
 Credits: 3 credit hours

Course Description

BCIS 1305 Business Computer Applications (11.0202.5404) (3-0) 3 hours
 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. Keyboarding proficiency is highly recommended. Lab fee required. (ICOs 1, 2, 3) Prerequisite: None.

Required Text/Materials/Web:

*****Bundle ISBN: 978-1111-99284-2*****

IMPORTANT NOTE: THE FOLLOWING TEXT AND SOFTWARE, IF PURCHASED SEPARATELY WILL COST MORE THAN THE ABOVE REQUIRED BUNDLE PURCHASED FROM THE OC BOOKSTORE

Text: Shaffer/Carey/Finnegan/Adamski/Ageloff/Zimmerman/Zimmerman, New Perspectives on Microsoft Office 2010, First Course, (ISBN: 9780538746533). Course Technology, 2011.

Software: Microsoft® Office 2010 180-day Subscription (ISBN-10: 1111747970 | ISBN-13: 9781111747978).

SAM code: SAM 2010 Assessment, Training, and Projects v2.0 Printed Access Card, 1st Edition ISBN: 1111667373. Course Technology, 2011.

SAM code can also be purchased separately through <http://www.cengagebrain.com>

Required Items:

Web browser: Microsoft Internet Explorer. <http://www.microsoft.com/ie> .

Student Data Files: Available on Blackboard at course contents and http://academic.cengage.com/resource_uploads/downloads/053874653X_241924.exe.

Windows Live: <http://www.live.com>.

Blackboard: <http://blackboard.odessa.edu> .

Hardware: Flash Drive, minimum 1 gigabyte OR Local Memory space on your computer.

Description of Institutional Core Objectives (ICO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: Odessa College Catalog of Courses 2012-2013, page 73)

Odessa College's Institutional Core Objectives (ICOs):

- 1) Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2) Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- 3) Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 4) Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- 5) Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
- 6) Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Learning Outcomes for Business Computer Applications

Outcome	ICO
1) Utilize Microsoft Windows and its file management capabilities. 2) Utilize basic features of Microsoft Office including Word, Excel, Power Point and Access.	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1) Utilize Microsoft Internet Explorer to use the Internet for research. 2) Learn how to utilize e-mail.	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
1) Utilize basic features of Microsoft Office including Word, Excel, Power Point and Access.	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
1) Complete and submit online assignments on your own, by turning in work that is created by the student with academic integrity	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making

Odessa College Policies

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities

<http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: Odessa College Student Handbook 2012-2013, page 29-30)

Special Populations/Disability Services/Learning Assistance

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.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA), unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at www.odessa.edu/dept/counseling/disabilities.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and

accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: Odessa College Catalog of Courses 2012-2013, page 52)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F." (Source: Odessa College Catalog of Courses 2012-2013, page 36)

Learning Resource Center (LRC; 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 Success Center (SCC)

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit www.odessa.edu/dept/ssc/ (Source: Odessa College Catalog of Courses 2012-2013, page 54)

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/>. Correspondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course.

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.

Expectations for Engagement – 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.

Teaching Methods:

1. Important material from the text and outside sources will be covered in the SAMS Environment as Training, Tutorials, Projects and Exams.
2. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
3. Assignments: End of chapter and online activities will be assigned to reinforce material in the text.
4. Exams: Four exams will be given online in SAMS and a MIDTERM EXAM AND A FINAL EXAM
5. A written research paper assignment.
 - a. Prompt: To be determined
 - b. DUE DATE: WEEK 13 Submitted to Blackboard
6. Attendance and Participation. This is an online course and your attendance will be measured through your weekly posts on the discussion board forums. YOUR ONLINE ACTIVITY WILL BE MONITORED.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Explain the purpose, operation, and care of hardware components.
2. Identify the types of application software and explain their purpose or use.
3. Understand the basics of an operating system.

4. Explain file management techniques.
5. Explain the purposes, functions, and common features of:
 - Word processing software.
 - Spreadsheet software.
 - Database software.
 - Presentation software.
 - Communications software.
6. Share data between programs.
7. Internet and World Wide Web
8. Explain the components of the System Unit
9. Digital Storage
10. Operating Systems and Utility Programs
11. Computer Security and Safety, ethics, and Privacy
12. Information System Development
13. Programming Languages and Program Development
14. Computer Careers and Certification

Grading:

Exam #1	100	
Exam #2	100	
Exam #3	100	
Exam #4 (Make-up)	100	NOTE: The make-up exam may be used as a drop. This exam accounts for any absence or missed exam. The total exam points are 400 including the final exam. THREE EXAMS count toward the exam point total, THREE EXAMS are required.
FINAL Exam #4	100	FINAL EXAM IS REQUIRED!
Assignments	2200	12 Tutorials and 12 Case Problems via SAMS online
		DROP 2 LOWEST TUTORIAL GRADES (NOT PROJECTS OR CASE PROBLEMS) ALL PROJECTS AND TUTORIALS ARE REQUIRED!!
Research Paper	100	DUE DATE: TBA Submit to Blackboard
Participation/Attendance	300	15 Required Discussion Board Posts worth 20 points each (300 Points / 10% of final grade)
Total Possible Points	3000	SCALE: A >= 2700 B >= 2400 C >= 2100 D >= 1800 F <= 1799

Online Course 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.
- DISCUSSION BOARD HELP is in a forum titled: SAMS HELP. Students who actively participate and give valid support to others in the course will be rewarded with bonus points.
- **Proper courtesy and use of online manner and etiquette are required and expected.** You can expect a prompt response from me, if not immediately, I will contact you within 24 hours or your call or email. 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 completed individually.

Assignments:

Assignments are due by 11:59 PM on the date listed on the calendar below, no exceptions. Review the calendar for specific assignment information. All assignments will be completed through SAMS. EXCEPT the research paper and discussion board assignments. This course has a midterm exam that will be administered through Blackboard.

Attendance:

This is an online class therefore; attendance will be measured through your weekly Discussion Board postings. There are 15 Forums and you are required to post at weekly.

Attendance is worth approximately 14% of your grade.

Dropping the Course:

Dropping the course is a responsibility of the student. Otherwise the student will receive an "F" as a final grade. Grade of "W" will be assigned to all students who drop during the official drop period of any semester or session. Drop date deadline for Spring Semester 2013:

Last Day to Drop or Withdraw with a "W" (full semester length courses).....Apr 16 (Tues)

Lab Hours:

The computer lab in Room 119 of the CT building on campus has a lab assistant available during posted tutoring hours. Please check BlackBoard for tutoring schedule.

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

CONSEQUENCES:

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".

Office of Disability Services at Odessa College

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.

We look forward to providing you with the assistance needed for you to achieve your academic goals. Assistance will be made available to students that have provided documentation that confirms their disability and need for accommodations in the academic setting. This office provides assistance with advising, accommodations and other services as needed.

Accommodations and Services Provided

- Testing accommodations for placement tests.
- Note taker, carbonless paper, enlarged printed copies, extended time for tests/quizzes, scribes, readers.
- Sign Interpreters as needed for student appointments, meetings and classes during the semester.
- Special membership with Recording for the Blind and Dyslexic®, VictorReader™ special equipment for reading books on CDs- www.rfbd.org.
- Braille printer, Zoom text, Jaws, desktop magnifier, scanning and reading appliance.
- Information about scholarships for students with disabilities from the Office of the Governor - and other scholarships.
- Large screen monitors in classrooms as needed for students with limited vision.

- FM loop system, tape recorders, software and other equipment.

For more information about services for students with disabilities, contact the Office of Special Populations at **432-335-6861**, or you may send an email to brivera@odessa.edu .

Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://odessa.edu/gmail/>. All correspondence will be conducted using your Odessa College email.

Student Portal

Please access your Odessa College Portal by following the link to either set up or update your account:

<http://www.odessa.edu/portal.htm>

What is it? The portal is a place only for OC students & employees. As a student you have access to various sites inside.

What's in there: Grades | Class Registration | Class Schedules | Individual Course Info | Smarthinking Tutoring

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.

COURSE CALENDAR:

The course calendar is posted on the assignments link in the "Course Calendar" Folder. The due dates are strictly followed this is an online class, NOT self-paced. The tutorials remain open all semester, but are due on the calendar due dates. The projects and exams are only available during the calendar week in which they are assigned. Once the week is gone so are the assignments. **YOU ARE ALLOWED THREE ATTEMPTS FOR EACH ASSIGNMENT.**

BCIS 1305 COURSE CALENDAR SPRING 2013 WEB COURSE ON BLACKBOARD AND SAMS CENTRAL						
Week	Start	Due	Chapter Textbook	Assignments SAM	EXAM in SAM	Discussions Blackboard
1	01/22	01/27	Introduction	Read the Syllabus/Post Introduction on Discussion Board		Yes
2	01/28	02/03	Essential Computer Concepts. Exploring the Basics of Microsoft Windows 7. JOIN THE SAMS COURSE AT http://www.SAM2010.course.com Follow the instruction in the WEEK 1 Assignment Folder on BB	First time users, review the SAM Student Walkthrough PPT file at http://www.cengage.com/samcentral/files/SAM_2010_v2.0_student_getting_started_June2011.pptx then Login to SAM at http://www.SAM2010.course.com . Institution Key:T2033323 (Odessa College)		Yes
3	02/04	02/10	Managing Your Files: Organizing Files and Folders with Windows 7. Browser and Email Basics. Getting Started with Microsoft Office 2010. Word Tutorial 1: Creating a Document	Complete Training ONE in SAMS- FOR HELP SEE THE "SAMS HELP" DISCUSSION BOARD. New Perspectives Word 2010 Tutorial 1: Case Problem 1		Yes
4	02/11	02/17	Word Tutorial 2: Editing & Formatting a Document	New Perspectives Word 2010 Tutorial 2: Case Problem 1	EXAM 1	Yes
5	02/18	02/24	Word Tutorial 3: Creating a Multiple-Page Report	New Perspectives Word 2010 Tutorial 3: Case Problem 1		Yes
6	02/25	03/03	Word Tutorial 4: Desktop Publishing and Mail Merge	New Perspectives Word 2010 Tutorial 4: Case Problem 1		Yes
7	03/04	03/10	Excel Tutorial 1: Getting Started with Excel	New Perspectives Excel 2010 Tutorial 1: Case Problem 1	EXAM 2	Yes
			SPRING BREAK	NO ASSIGNMENTS DUE		

8	03/18	03/24	Excel Tutorial 2: Formatting a Workbook	New Perspectives Excel 2010 Tutorial 2: Case Problem 1		Yes
9	03/25	03/31	Assign Research Paper	Proskills Page ECC38- ECC40		Yes
10	04/01	04/07	Excel Tutorial 3: Working with Formulas and Functions	New Perspectives Excel 2010 Tutorial 3: Case Problem 1	EXAM 3	Yes
11	04/08	04/14	Excel Tutorial 4: Working with Charts and Graphics	New Perspectives Excel 2010 Tutorial 4: Case Problem 1		Yes
12	04/15	04/21	Access Tutorial 1: Creating a Database	New Perspectives Access 2010 Tutorial 1: Case Problem 1		Yes
!!!!			RESEARCH PAPER	Proskills Page ECC38- ECC40 Turn into BlackBoard		
13	04/22	04/28	Access Tutorial 2: Building a Database	New Perspectives Access 2010 Tutorial 2: Case Problem 1		Yes
14	04/29	05/05	PowerPoint Tutorial 1: Creating a Presentation PowerPoint Tutorial 2: Applying and Modifying Text and Graphic Objects	New Perspectives PowerPoint 2010 Tutorial 1: Case Problem 1	EXAM 4	Yes
15	05/06	05/12	Integrating Word, Excel, Access, and PowerPoint Appendix A: SkyDrive and Web Apps	New Perspectives PowerPoint 2010 Tutorial 2: Case Problem 1		Yes
16	05/13	05/16	FINAL EXAM WEEK		FINAL	Yes