



Intro. to Computer Applications ITSC 1401

Name: Al Forte

E-Mail: aforte@odessa.edu

Phone: 432-335-6571

Office: HSB-120C

Office Hours

Campus Office

M-F 9am to 11am (by appointment)

Online Office Hours:

M-F 9am to 11am (by appointment)

About Your Instructor

I have over 11 years of teaching experience and over 30 years of computer experience. I have taught PC Hardware and Network hardware, as well as industrial and automotive electronics. My last employer was with IBM. I performed all the break/fix on almost all the servers and computers that IBM sold including I/Pseries, x86, all-in ones, desktops and laptops sold to Lenovo. IBM performed third party maintenance for Netapp, Cisco, HP and others. I have managed the PC desktop and technology department at Odessa College.

Preferred Method of Communication:

Please email me, at aforte@odessa.edu if you need to communicate with me in any form. if you include details including any screen shots that you might want to send. Please feel free to call my office any time also. If no answer, leave a message and I will return your call as soon as possible.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; 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 during the time I am unavailable.

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.

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

- post grades for discussion postings within one week of the discussion thread closing.
- 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.

Textbook Information and Required Hardware/Software

Textbook(s):

Textbook(s):

There are 2 book bundle options you may choose from when purchasing your book from the book store. (choose to purchase one of these options not both)

Option 1

- Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach, Vermaat (hard copy of the book)
- SAM 2013 Access code
- Evaluation copy of MS Office 2013

Book bundle ISBN: 9781285727271

Option 2

- Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach, Vermaat (ebook...digital book)
- SAM 2013 Access code
- Evaluation copy of MS Office 2013

Book bundle ISBN: 9781305137264

You may also purchase the books online at [Purchase Books Online](#) (2nd Option for \$110.00)

Hardware:

Ear buds – purchase these if you would like to be able to listen to the training lectures in class.

Software:

- MS Office 2013 or Office 365; older versions of MS Office are not acceptable. Click here to download Office 365 as a 1 month free download <http://office.microsoft.com/en-us/try/>.

Click here to purchase Office 365 for \$80.00 <http://office.microsoft.com/en-us/university/> . You must have an Odessa College student ID to receive the software at this price.

- SAM 2013
- Alice Software, www.alice.org (this is freeware, must be downloaded on your computer)
- Jing Software, <http://www.techsmith.com/jing.html> (freeware, must be downloaded on your own computer)
- Collaborate, found in your Blackboard course located under the **Communications** link. This will be used to assist you with tutoring and online office hours.

Computer Browsers:

- Mac users should use Firefox
- PC users may use any browser except IE10

Note* You cannot take assessments in SAM 2013 from a hand held devices.

Websites:

- You will access course materials for this course by logging into **Blackboard** at <https://blackboard.odessa.edu/webapps/login/>.

Students, if you have problems logging onto Blackboard, please call [the Student Success Center](#) at 335-6673 for assistance.

- You will access **SAM 2013** by logging into <http://sam.cengage.com/Login.aspx?ReturnUrl=%2f>.
- Click here for SAM 2013 login help https://www.youtube.com/watch?v=KRuRsTXhz_k
- <http://sam.cengage.com/Content/InstructionFiles/Help/LoginHelp/SAM%20Login%20Help.htm>
- You will use both Blackboard and SAM 2013 to access course materials for this class. Please logon to Blackboard first and click on the **Start Here** Module.



• Students, if you have problems logging into SAM 2013, please contact the SAM help desk at <http://poweron.cengage.com/magellan/TechSupport/login.aspx> for assistance or call 800.354.9706 Mon. through Thurs. 8:30 AM to 9 PM EST and Fri. 8:30 AM to 6 PM EST.

If you encounter any technical issues, you **must receive a case number** in order for your instructor to track any issues you may have. Failure to provide your instructor with a case number will result in you not getting the help you need and not receiving a grade for that assignment and or assessment.

2-Week Free Trial of SAM 2013

From August 24 – September 6th, you will be able to use the SAM 2013 software without registering /buying the access code. This is designed to give you sufficient time to purchase all course material needed for the course; you **STILL** have to purchase the SAM 2013 access code to pass this class.

On September 6th (or there about), you will be required to register your SAM 2013 access code to continue your work and access your grades. In short, buy your SAM 2013 code no later than September 1st, or you will not be able to access your work. You will need to purchase both your books and SAM 2013 access code to be successful in this class.

Campus Computer Labs

Should you experience technical difficulties with your personal PC or should need access to a computer; computer labs can be found in the library or the Health Sciences building when an instructor or lab assistant is available. The library computers are available Monday –Friday until 10:00pm and Saturdays and Sundays. All other labs are available Monday – Friday only.

Registering Your SAM 2013 Access Code

1. Purchase the SAM 2013 access code, it looks like a piece of card board with numbers printed on it.
2. Go online to <http://sam.cengage.com/Login.aspx> and click the **new user** button.
3. View this Sam 2013 video for help registering your access code https://www.youtube.com/watch?v=KRuRsTXhz_k
4. Enter your 8 digit institution key (for Odessa College), which is **T2033323**
5. Enter your 18 digit key code (this is the SAM access code you purchased)
6. Enter your personal information (the name you enter in SAM should match the name assigned to you in Blackboard) and include your **student ID**. If you do not include your student ID you may not be able to save your grades.
7. Once you have successfully logged onto SAM, you will a screen that looks like this,
8. Click Join a Section and Join the section you registered for, **the course number and section number are at the top of this syllabus**.
9. Click the Join Section icon on the right to join your SAM course and view course content.

Information About the Course

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.

Course Student Learning Outcomes

Outcome	ICO
2,3,6	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1,2,3,4,6	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
2,5,7	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
3,6	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making

Course Prerequisites:

NONE

Course Topics:

(Tentative and Subject to Change) all work is due by 11:59pm on the posted due date

Week of	Module (Find items in Blackboard in this folder)	Topic	Assignment	Due Date
August 24 – August 30	Module 1	Read syllabus, student expectations, etc.	Video: Navigate Blackboard/Quiz	8/25
		Video: Navigate Blackboard/Quiz	Video: Navigate SAM 2013/Quiz	8/27
		Video: Navigate SAM 2013/Quiz Student Questionnaire Assignment	Student Questionnaire Assignment	8/30

		Login to SAM 2013: Online Readiness Survey Must Compete (Not a Grade)	Online Readiness Survey (Not a Grade)	
		Blog in Bb* Introduce Yourself (found in Blackboard)	Introduce Yourself Blog	
August 31 – September 6	Module 2	SAM 2013-Chapter 1-Digital Literacy: Introducing a World of Technology	Quiz	9/6
		SAM 2013-Chapter 4-Programs and Apps: Using Software at Work, School and Home	Quiz	9/6
		SAM 2013-Word Project Trainings 1-3	Word 1-3 SAM Project Training (Not a Grade)	Not a Grade
		SAM 2013-Word 1: Creating, Formatting and Editing a Word Document with a Picture	MS Word 1 Project 1a	9/6
		SAM 2013-Word 3: Creating a Business Letter with a Letterhead and Table	MS Word 3 Project 1b	9/6
		SAM 2013 Word 2	MS Word 2 Project	
		SAM 2013-Word Exam Chapters 1-3	Word Exam	9/6
		Twitter Speech Dilemma Blog	Twitter Speech Dilemma Blog	9/6
September 7 – September 13	Module 3	SAM 2013-Excel Project Trainings 1-3	Excel 1-3 SAM Project Training (Not a Grade)	Not a Grade
		September 7 Labor Day Campus Closed		9/7
		SAM 2013-Excel Tutorial 1: Creating a Worksheet and a Chart	MS Excel 1 Project 1a	9/13
		SAM 2013-Excel Tutorial 2: Working with Formulas Functions and Formatting	MS Excel 2 Project 1b	9/13
		SAM 2013-Excel Tutorial 3: Working with Large Worksheets, Charting and What IF Analysis	MS Excel 3 Project 1a	9/13

	SAM 2013-Excel Exam Chapters 1-3	Excel Exam	9/13
	SAM 2013-Chapter 2-The Internet: Accessing, Searching , Sharing and Communicating	Quiz	9/13
	<p>Review Capstone Project: Research Assignment the 5 components of the project:</p> <p>1.</p> <ol style="list-style-type: none"> 1. Comp Configuration Blog 2. Form Factor Blog 3. Excel expenditures worksheet 4. Project Specs sheet 5. PowerPoint Presentation <p>Discuss the Research Project Components</p> <p>Create a selection report-Select a group leader, recorder, and delegate jobs; who's responsible for which component.</p>	Selection Report due	9/13

Mid Term Averages Posted-September 16 *Includes all grades from August 24 – September 13				
September 14 – September 20	Module 4	SAM 2013 Access Project Trainings 1-2	Access 1-2 SAM Training (Not a Grade)	Not a Grade
		SAM 2013-Access Tutorial 1: Databases and Database Objects: An Introduction	MS Access 1 Project 1a	9/20
		Research Assignment (Continued)		
		SAM 2013-Access Tutorial 2: Querying a Database	MS Access 2 Project 1a	9/20
		SAM 2013-Chapter 5-Digital Safety and Security: Identifying Threats, Issues, and Defenses	Quiz	9/20
		Research Assignment (Continued)		
		Access 1 & Access 2 Exam	MS Access 1 Exam MS Access 2 Exam	9/20
		Blog in Bb* Understanding Cloud Risks	Understanding Cloud Risks: Blog	9/20

September 21 – September 27	Module 5	PowerPoint Project Trainings 1-3	PowerPoint 1-2 SAM Training (Not a Grade)	9/27
		SAM 2013-PowerPoint Tutorial1: Creating and Editing a Presentation with Pictures	MS PowerPoint 1 Project 1b	
		SAM 2013-PowerPoint Tutorial 2: Enhancing a Presentation with Pictures, Shapes and WordArt	MS PowerPoint 2 Project 1a	
		SAM 2013-PowerPoint Tutorial 3: Reusing a Presentation and adding Media and Animation	MS PowerPoint 3 Project 1b	
		SAM 2013-PowerPoint Exam Chapters 1-3	PowerPoint Exam	
		Research Assignment-	First Report Blogs	
		Blog in Bb* Game Devices Google Glass	Game Devices Google Glass: Blog	9/27
Research Assignment (Continued)				
Last Day to Drop (8 WK Term), Wednesday October 1				
September 28 – October 4	Module 6	SAM 2013-Chapter 3-Computers and Mobile Devices: Evaluating the Possibilities	Quiz	10/4
		Research Assignment (Continued)		
		Download software www.alice.org and following instructions printed in Blackboard	Alice Computer Programming Assignment	10/4
		Research Assignment (Continued)		
October 5- October 11	Make up Week	Make up exams/work As approved by your instructor		10/11
October 12-14	Module 7	Research Assignment Due	Capstone Project: Research Assignment Due	10/12
		SAM 2013-Comprehensive final exam covering Word, Excel, & PowerPoint	Final Exam	10/18

Grading

Type of Assignment	Points	Learning Objectives
SAM 2013 Projects (11 total) and SAM 2013 Exams (11 total)	25%	2,7
Blogs (5 total)	10%	2,3,4,6,7
Participation/Attendance	10%	
Capstone Project (Research Assignment)	20%	1,2,3,4,5,6,7
Critical Thinking Assignments (7 total) AND Other Assignments (2 total)	20%	1,5
Final Exam	15%	1,3,4,5,6
	100%	TOTAL

Grading Scale:

“A” = 90-100

“B” = 80-89

“C” = 70-79

“D” = 60-69

“F” = 0-59

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

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

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

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
- access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in a timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course.

Course Alignment with Industry Standards

(Insert Here or Delete if not applicable)

Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate learning.

For online submissions, the electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on “Blackboard” time. Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to students with pertinent information and status reports. Assignments submitted electronically need to follow the file-type requirements provided by the instructor.

Attendance Policy

Students are expected to attend class regularly. Attendance will be recorded using a “sign-in” sheet or other means. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. Attendance is part of your grade.

During an online class you are expected to log on several times during the week at the very minimum, several times a day is preferred.

AVID

(Describe AVID strategies/activities in your course)

Grade Inquiry

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time.**

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.
3. An Incomplete form is submitted

Course Schedule

Availability:

Item is not available.

(Tentative and Subject to Change)

Date	Instructional Approach (* denotes a strategy adopted by AVID)	Topic	Assignment	Assignment Submission

1.

Student Learning Outcome(s)	Core Objectives (CO's)
	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed

	conclusions
	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

The “*First Course is Free*” discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The “*Academic Progress Discount*” provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

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 un-administered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered 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 un-administered test or information about an un-administered 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 <http://www.odessa.edu/dept/counseling/disabilities/index.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*)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online Click here.
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online Click here.
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate	Online Click here.

	before, this website provides a system requirements check, configuration instructions, and training and resources area.	
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online Click here.

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

<i>Main Number</i>	432-335-6861
--------------------	--------------

Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)

MURRY H. FLY LIBRARY

Main Number	432-335-6640
Email	library@odessa.edu
Campus Location	1 st floor of the Learning Resources Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/library Ask A Librarian: https://www.odessa.edu/dept/library/askalibrarian.htm

Equipment and Services Provided:

The Murry H. Fly Library, located in the Learning Resources Center, is a full-service academic library whose mission is to provide research and other educational resources to the Odessa College community.

Super Search, the library's centralized search engine, offers easy access locating materials in the library's collection. The following resources are available through the library.

- **Books, Videos, CDs** – 30,000+ books and 4,000+ media holdings
- **Ebooks** – 50,000+
- **Specialized databases** for current students – 60+
*Remote access requires OC login
- **Magazines, newspapers, & scholarly journals**
- **Interlibrary loan services** of material from participating Texas libraries
- **Online Tutorials**
*Tips for research strategies
- **Computers for online research, homework, and printing**
- **Selected textbooks** for short-term use in the library only
- **Photocopier and FAX service** – There is a charge associated with these services
- **VHS/DVDs** – in library use only
- **Quiet study rooms** for individual and group study
*Must check in at the main desk

- **Larger meeting rooms** – for events, educational workshops, and group computer use. Reservations required

TUTORING SERVICES

Odessa College provides tutoring services to assist students in meeting their academic and career goals. The College strives to provide new and updated resources and services at no charge to OC students. Computers provide Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing, and mathematical skills.

Appointments are preferred, but walk-ins are accepted as availability allows. Tutoring services are offered in a number of locations on and off campus. For more information or to make an appointment:

- **Student Success Center**, located in the Learning Resources Center, provides support for a variety of academic subjects as well as TSI test prep, AVID, study skills training, workshops, assistance with Blackboard, student email, OC portal, student orientation tours, and more.

Main Number	432-335-6878
Email	studentsuccesscenter@odessa.edu
Campus Location	1st floor of the Learning Resources Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Chat Assistance	Click Here Subject to availability. <i>(If no one is currently available, call or email)</i>

- **Math Lab**, located on the second floor of the Wood Math and Science building, provides support for all math-related tutoring

Math Lab Main Number	432-335-6537
Email	mymathlab@odessa.edu
Campus Location	Wood Math and Science building, Room 201
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/math_lab.htm Provides support for all math related tutoring

- **Synapse Lab**, located on the third floor of the Wood Math and Science building, provides support for all science-related tutoring

Synapse Lab Main Number	Coming soon
Email	SynapseLab@odessa.edu
Campus Location	Wood Math and Science building, Room 308
Website with Additional Help and Information	http://www.odessa.edu/dept/biology/tutoring.htm Provides support for all science related tutoring

- **Writing Center**, located on the first floor of Wilkerson Hall, provides support for all writing-related tutoring

Writing Center Main Number	Coming soon
Email	writingcenter@odessa.edu
Campus Location	Wilkerson Hall, 106
Website with Additional Help and Information	Coming soon Provides support for writing related tutoring

- **Offsite tutoring services** are available in the Rodeo and Agriculture Graham Center located in Gardendale
- **Online tutoring** is available 24/7 through Upswing, which will start Fall II, a web-based, student-friendly service

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?

Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here <i>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)</i>

Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid	Understanding course work and motivation	On Campus and Online

trained tutors		Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm