Course Syllabus

Department : Computer Sciences
Course Title : Business Computer Applications
Section Name : BCIS_1305_1
Start Date : 01/18/2011
End Date : 05/12/2011
Modality : HYBRID
Credits :

Instructor Information

Name : Diane Acosta
OC Email : dacosta@odessa.edu
OC Phone # : (432) 335-6462
Mobile# : (432) 770-4346

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

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

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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.

WEIGHT OF COURSE REQUIREMENTS:

Chapter Exams	40%	Quizzes and Lab Tests
Attendance score	15%	
Final Exam	15%	
Assignments	30%	

Microsoft Word

Microsoft Excel

Microsoft Access

Microsoft PowerPoint

METHOD OF EVALUATION:

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:	**30%**	**B: 80 - 89**
Attendance:	**15%**	**C: 70 - 79**
Final Exam:	**15%**	**D: 60 - 69**
		F: 0 - 59

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

COURSE REQUIRMENT 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.

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: GO! With Microsoft Office 2007, Introductory, Third Edition
Gaskin, Preston, Preston, Ferrett, Foster-Turpen, Vargas; Pearson Prentice Hall 2007

SUPPLIES: Flashdrive (also known as jumpdrive). 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.

Course Requirements (Lectures, Assignments and Assessments)

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 NO late homework will be accepted.

There are NO make-up exams, UNLESS you have made prior arrangements with me.

NO EXCEPTIONS TOTHIS POLICY WILL BE MADE.

Week 1
Topic/Overview: This week focuses on Word Chapter 5
Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 5	*Homework*	*Homework*	*see Blackboard*

Week 2

Topic/Overview: This week focuses on Word Chapter 5
Summary of Week 2 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 5	*Homework*	*Homework*	*see Blackboard*

Week 3

Topic/Overview: This week focuses on Word Chapter 5 & 6
Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 5	*Homework*	*Homework*	see Blackboard
Chapter 6	*Homework*	*Homework*	*see Blackboard*

Week 4

Topic/Overview: This week focuses on Word Chapter 5 & 6
Summary of Week 4 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 5	*Homework*	*Homework*	*see Blackboard*
Chapter 6	*Homework*	*Homework*	*see Blackboard*

Week 5

Topic/Overview: This week focuses on Word Chapter 7
Summary of Week 5 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 7	*Homework*	*Homework*	*see Blackboard*

Week 6

Topic/Overview: This week focuses on Word Quiz and Lab Test
Summary of Week 6 Assignments & Activities

Item(Name)	Type	Description	Due
Word Lab Test	*Chapter Test*	*Test*	*see Blackboard*
Word Quiz	*Chapter Test*	*Test*	*see Blackboard*

Week 7

Topic/Overview: This week focuses on Excel Chapter 9
Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 9	*Homework*	*Homework*	*see Blackboard*

Week 8
Topic/Overview: This week focuses on Excel Chapter 10
Summary of Week 8 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 10	*Homework*	*Homework*	*see Blackboard*

Week 9

Topic/Overview: This week focuses on Excel Chapter 11
Summary of Week 9 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 11	*Homework*	*Homework*	*see Blackboard*

Week 10

Topic/Overview: This week focuses on Excel Quiz and Lab Test
Summary of Week 10 Assignments & Activities

Item(Name)	Type	Description	Due
Excel Lab Test	*Chapter Test*	*Test*	*see Blackboard*
Excel Quiz	*Chapter Test*	*Test*	*see Blackboard*

Week 11

Topic/Overview: This week focuses on Access Chapter 12
Summary of Week 11 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 12	*Homework*	*Homework*	*see Blackboard*

Week 12

Topic/Overview: This week focuses on Access Chapter 13
Summary of Week 12 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 13	*Homework*	*Homework*	*see Blackboard*

Week 13

Topic/Overview: This week focuses on Access Chapter 14
Summary of Week 13 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 14	*Homework*	*Homework*	*see Blackboard*

Week 14

Topic/Overview: This week focuses on Access Quiz and Lab Test
Summary of Week 14 Assignments & Activities

Item(Name)	Type	Description	Due
Access Lab Test	*Chapter Test*	*Test*	see Blackboard
Access Quiz	*Chapter Test*	*Test*	*see Blackboard*

Week 15

Topic/Overview: This week focuses on PowerPoint Chapter 15 & 16
Summary of Week 15 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 15	*Homework*	*Homework*	*see Blackboard*
Chapter 16	*Homework*	*Homework*	*see Blackboard*

Week 16

Topic/Overview: This week focuses on the Final Exam
Summary of Week 16 Assignments & Activities

Item(Name)	Type	Description	Due
Final Exam	*Final Exam*	*Final Exam*	see Blackboard

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 abd 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.