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 Sciences

Course Title   : Business Computer Applications

Section Name : BCIS_1305_WB

Start Date   : 7-15-13

End Date   : 8-15-13

Modality   : HYBRID

Credits   :

Instructor Information

Name   : Royce Cone

OC Email   : rkcone@odessa.edu

OC Phone # : (432) 335-6593

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

1,2, 3, 6, 8, 9

Course Objectives

Required Readings/Materials

New Perspectives on Microsoft Office 2010, 1st Course

Shaffer/Carey/Parsons/Oja/Finnegan

SAM2010 web software accessed via activation code at sam2010.course.com

Course Requirements (Lectures, Assignments and Assessments)

 After completing this course, the student should be able to demonstrate competency in:

   1.0 General Computer Concepts

   2.0 Windows

   3.0 Application software (Microsoft Office 2010) knowledge and use

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:	**35%**	**B: 80 - 89**
Tutorials:	**25%**	**C: 70 - 79**
		D: 60 - 69
		F: 0 - 59

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

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.

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](#).

 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.