

# Course Syllabus

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**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\_3  
**Start Date** : 08/22/2011  
**End Date** : 12/09/2011  
**Modality** : WEB-ENHANCED  
**Credits** : 3

## Instructor Information

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

## Course Description

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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

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None

## [Scans](#)

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1,2, 3, 6, 8, 9

## Course Objectives

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**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 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.

### **WEIGHT OF COURSE REQUIREMENTS:**

Tutorial Lab Tests	35%
Attendance score	10%
Research Assignment	10%
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:

<b>Tutorial Lab Tests:</b>	<b>35%</b>	<b>A: 90 - 100</b>
<b>Research Assignment:</b>	<b>10%</b>	<b>B: 80 - 89</b>
<b>Assignments:</b>	<b>30%</b>	<b>C: 70 - 79</b>
<b>Attendance:</b>	<b>10%</b>	<b>D: 60 - 69</b>
<b>Final Exam:</b>	<b>15%</b>	<b>F: 0 - 59</b>

**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 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 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.

### **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.**

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### **Required Readings/Materials**

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#### **TEXTBOOK: 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

**ACCESS CODE: SAM** (comes with packaged book in the bookstore)

#### **OTHER:**

- 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.

- Spiral Notebook

- Pen

**OPTIONAL**

Microsoft Office 2010 Professional Edition – includes MS Word, MS Excel, MS Access, and MS PowerPoint (if you plan to work from home). Packaged book in the bookstore includes a trial version of MS Office 2010 Professional Edition

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

*Week 1*

**Topic/Overview:** This week focuses on Navigating Blackboard and SAM Website

**Summary of Week 1 Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Log into Blackboard</i>	<i>Activity</i>	<i>Logging into Bb and navigating</i>	<i>NA</i>
<i>Create account on SAM Website</i>	<i>Activity</i>	<i>Creating SAM account</i>	<i>NA</i>

## *Week 2*

**Topic/Overview:** This week focuses on Word Tutorial 1

### **Summary of Week 2 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Word Tutorial 1 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Word Tutorial 1 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Word Tutorial 1 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

### Week 3

**Topic/Overview:** This week focuses on Essential Computing Concepts

#### Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Essential Computing Concepts</i>	<i>Homework</i>	<i>Reading Assignment</i>	<i>See SAM Website</i>
<i>Essential Computing Concepts Class Discussion</i>	<i>Homework</i>	<i>Discussion in class</i>	<i>See SAM Website</i>
<i>Essential Computing Concepts Research Assignment</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>



*Week 4*

**Topic/Overview:** This week focuses on Word Tutorial 2

**Summary of Week 4 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Word Tutorial 2 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Word Tutorial 2 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Word Tutorial 2 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 5*

**Topic/Overview:** This week focuses on Word Tutorial 3

**Summary of Week 5 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Word Tutorial 3 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Word Tutorial 3 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Word Tutorial 3 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 6*

**Topic/Overview:** This week focuses on Word Tutorial 4

**Summary of Week 6 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Word Tutorial 4 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Word Tutorial 4 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Word Tutorial 4 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 7*

**Topic/Overview:** This week focuses on Excel Tutorial 1

**Summary of Week 7 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Excel Tutorial 1 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Excel Tutorial 1 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Excel Tutorial 1 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 8*

**Topic/Overview:** This week focuses on Excel Tutorial 2

**Summary of Week 8 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Excel Tutorial 2 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Excel Tutorial 2 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Excel Tutorial 2 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 9*

**Topic/Overview:** This week focuses on Excel Tutorial 3

**Summary of Week 9 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Excel Tutorial 3 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Excel Tutorial 3 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Excel Tutorial 3 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 10*

**Topic/Overview:** This week focuses on Excel Tutorial 4

**Summary of Week 10 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Excel Tutorial 4 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Excel Tutorial 4 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Excel Tutorial 4 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 11*

**Topic/Overview:** This week focuses on Access Tutorial 1

**Summary of Week 11 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Access Tutorial 1 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Access Tutorial 1 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Access Tutorial 1 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>



*Week 12*

**Topic/Overview:** This week focuses on Access Tutorial 2

**Summary of Week 12 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Access Tutorial 2 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Access Tutorial 2 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Access Tutorial 2 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 13*

**Topic/Overview:** This week focuses on Access Tutorial 3

**Summary of Week 13 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Access Tutorial 3 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Access Tutorial 3 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Access Tutorial 3 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 14*

**Topic/Overview:** This week focuses on Access Tutorial 4

**Summary of Week 14 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Access Tutorial 4 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Access Tutorial 4 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>Access Tutorial 4 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 15*

**Topic/Overview:** This week focuses on PowerPoint Tutorials 1 & 2

**Summary of Week 15 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>PowerPoint Tutorial 1 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>PowerPoint Tutorial 1 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>PowerPoint Tutorial 1 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>
<i>PowerPoint Tutorial 2 Training</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>PowerPoint Tutorial 2 Case Problem 1</i>	<i>Homework</i>	<i>Homework</i>	<i>See SAM Website</i>
<i>PowerPoint Tutorial 2 Lab Test</i>	<i>Test</i>	<i>Test</i>	<i>See SAM Website</i>

*Week 16*

**Topic/Overview:** This week focuses on the Final Exam

**Summary of Week 16 Assignments & Activities**

<b>Item(Name)</b>	<b>Type</b>	<b>Description</b>	<b>Due</b>
<i>Final Exam</i>	<i>Final Exam</i>	<i>Final Exam</i>	<i>See SAM Website</i>

## Grading Policy

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Percentage %	Grade
90-100	A
80-89	B
70-79	C
60-69	D
$\leq 59$	F

## Special Needs

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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)

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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

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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

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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

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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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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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](#).