

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 : 08/22/11
End Date : 12/09/11
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

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 2010) knowledge and use

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	35%
Attendance score	15%
Final Exam	15%
Assignments	35%

METHOD OF EVALUATION:

The general weighting of exams, assignments, and final exam for the Final grade in this particular course are:

Exams& Quizzes:	35%	A: 90 – 100
Assignments:	35%	B: 80 - 89
Attendance:	15%	C: 70 - 79
Final Exam:	15%	D: 60 - 69
		F: 0 - 59

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

ATTENDANCE POLICY

Attendance grades come from participating in the discussion board each week.

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!!

- **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 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 PROJECT IN QUESTION.

WITH YOUR SECOND OFFENSE, YOU WILL BE REMOVED FROM THE CLASS WITH A FINAL GRADE OF "F," NO QUESTIONS ASKED.

Required Readings/Materials

TEXTBOOKS: New Perspectives on Microsoft Office 2010, First Course

New Perspectives

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)

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.

Week 1

Topic/Overview: This week focuses on Word Chapter 1

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Word Tutorial 1	Assignment	Homework	See Blackboard
Word Tutorial 1 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 2

Topic/Overview: This week focuses on Word Chapters 2

Summary of Week 2 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Word Tutorial 2	Assignment	Homework	See Blackboard
Word Tutorial 2 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 3

Topic/Overview: This week focuses on Word Chapter 3

Summary of Week 3 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Word Tutorial 3	Assignment	Homework	See Blackboard
Word Tutorial 3 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 4

Topic/Overview: This week focuses on Word Chapter 4

Summary of Week 4 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Word Tutorial 4	Assignment	Homework	See Blackboard
Word Tutorial 4 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard
Word Tests Covers Tutorials 1-4	Test	Test	See Blackboard

Week 5

Topic/Overview: This week focuses on Excel Chapter 1

Summary of Week 5 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Excel Tutorial 1	Assignment	Homework	See Blackboard
Excel Tutorial 1 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 6

Topic/Overview: This week focuses on Excel Chapter 2

Summary of Week 6 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Excel Tutorial 2	Assignment	Homework	See Blackboard
Excel Tutorial 2 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 7

Topic/Overview: This week focuses on Excel Chapter 3

Summary of Week 7 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Excel Tutorial 3	Assignment	Homework	See Blackboard
Excel Tutorial 3 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 8

Topic/Overview: This week focuses on Excel Chapter 4

Summary of Week 8 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Excel Tutorial 4	Assignment	Homework	See Blackboard
Excel Tutorial 4 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard
Excel Tests Covers Tutorials 1-4	Test	Test	See Blackboard

Week 9

Topic/Overview: This week focuses on Access Chapter 1

Summary of Week 9 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Access Tutorial 1	Assignment	Homework	See Blackboard
Access Tutorial 1 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 10

Topic/Overview: This week focuses on Access Chapter 2

Summary of Week 10 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Access Tutorial 2	Assignment	Homework	See Blackboard
Access Tutorial 2 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 11

Topic/Overview: This week focuses on Access Chapter 3

Summary of Week 11 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Access Tutorial 3	Assignment	Homework	See Blackboard
Access Tutorial 3 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 12

Topic/Overview: This week focuses on Access Chapter 4

Summary of Week 12 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Access Tutorial 4	Assignment	Homework	See Blackboard
Access Tutorial 4 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard
Access Tests Covers Tutorials 1-4	Test	Test	See Blackboard

Week 13

Topic/Overview: This week focuses on Powerpoint Chapter 1

Summary of Week 13 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Powerpoint Tutorial 1	Assignment	Homework	See Blackboard
Powerpoint Tutorial 1 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 14

Topic/Overview: This week focuses on Powerpoint Chapter 2

Summary of Week 14 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Powerpoint Tutorial 2	Assignment	Homework	See Blackboard
Powerpoint Tutorial 2 Case problem 1	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 15

Topic/Overview: This week focuses on the Integration chapter

Summary of Week 15 Assignments & Activities

Item(Name)	Type	Description	Due
Microsoft Office 2010 Integration	Assignment	Homework	See Blackboard
Discussion Board	Attendance	Discussion	See Blackboard

Week 16

Topic/Overview: This week is Finals Week.

Summary of Week 16 Assignments & Activities

Item(Name)	Type	Description	Due
Final Exam	Test	Final Exam	12-8-11 by 4PM

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 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](#).