

Spring 2015 Departmental Syllabus for BCIS 1305

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Office Hours	
Campus Office Hours:	Monday/Wednesday 9:00am – 12:00pm Tuesday/Thursday 9:00am - 12:00pm Friday 9:00am – 9:30am
Online Office Hours	Monday/Wednesday 9:00am – 12:00pm Tuesday/Thursday 9:00am - 12:00pm Friday 9:00am – 9:30am I am not online on Sundays. I am not online after 8:00pm Monday - Saturday

About Your Instructor

Preferred Method of Communication:

The best way to communicate with me is via phone or email. Also, check in Blackboard three times a day for announcements, including any changes in the course schedule due to instructor illness or conference attendance. Appointments with me may also be scheduled. Blackboard is the preferred way to send/receive emails from me and I will send all correspondence to student via Blackboard.

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 Saturdays. I am not online Sundays;
- 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 assignments within 2 weeks of the due date.

Textbook Information and Required Hardware/Software

****This is a PC class only.**

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 (E-Book...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)

Please purchase your books/software for this class ASAP.

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. (freeware you must download on your own computer)

Computer Browsers:

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

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 <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. There is also a Live Chat Session option that is available 24 hours a day.

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 March 16 – March 30, you will be able to use the SAM 2013 software without registering OR buying the SAM 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.

Your final grade in this class will not be calculated/recorded, if you do not purchase the SAM access code. No exceptions.

On March 31, you will be required to register your SAM 2013 access code to continue your work and access your grades. In short, you will need to purchase both your books and SAM 2013 access code to be successful in this class.

The 2 week free trial of SAM 2013

The free **two weeks** trial of SAM 2013 (**ends March 31, 2015**)

When you open SAM, **you do not need to enter your Key Code right away**. You can access SAM without the Key Code until the trial period ends.

**Once you have bought the Access Code,
KEEP YOUR ACCESS CODE!
YOU WILL NEED IT ONCE THE FREE TRIAL
PERIOD HAS ENDED.**

When the trial period ends, a popup displays the next time you log into SAM prompting you to enter your Key Code to access SAM 2013.

NOTE: If you do not have a SAM 2013 access key code or if you lose the one you purchased, you need to purchase a new access code.

Campus Computer Labs

Should you experience technical difficulties with your personal PC or should you need access to a computer; computer labs can be found in the library or the Composite Technology in CT136. Tutors are available in CT136 Mon-Thursday from 10am – 3pm

The library computers are available Monday –Friday till 10:00pm and Saturdays and Sundays. All other labs are available Monday – Friday only. There are BCIS tutors in the library as well. Please contact the library for tutoring hours.

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.
 - a. View this SAM 2013 video for help registering your access code, <https://www.youtube.com/watch?v=uRI4ojk4luw&list=PLtv5E8moFF2oq08aqtWBqQZpjUJAN5Smp&index=20>
3. Enter your 8 digit institution key (for Odessa College), which is **T2033323**
4. Enter your 18 digit key code (this is the SAM access code you purchased)
5. 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.
6. Once you have successfully logged onto SAM, you will a screen that looks like this,

Section	Term / Year	Course Name	Instructor	Join Section
SPR13 BCIS 1405 WEB8	SPR/2013	Business Computer Applications	Levy, Sarit	
SAMPLE BCIS 1305	SAMPLE/2013	Business Computer Applications	Acosta, Diane	
BCIS 1305 SEC W87 ACOSTA	Fall/2013	Business Computer Applications	Acosta, Diane	
BCIS 1305.1 (Slusher - FALL 2013)	Fall/2013	Business Computer Applications	Slusher, Mitch	
BCIS 1305.15 (Slusher - FALL 2013)	Fall/2013	Business Computer Applications	Slusher, Mitch	
BCIS 1305.3 (Slusher - FALL 2013)	Fall/2013	Business Computer Applications	Slusher, Mitch	
BCIS 1305.5135 (Slusher - FALL 2013)	Fall/2013	Business Computer Applications	Slusher, Mitch	
BCIS 1305.5245 (Slusher - FALL 2013)	Fall/2013	Business Computer Applications	Slusher, Mitch	
BCIS 1405.12013 (Slusher - FALL 2013)	Fall/2013	Business Computer Applications	Slusher, Mitch	
FALL 2013 BCIS 1305 WEB (Levy)	FALL/2013	Business Computer Applications	Levy, Sarit	
Marcus 1305.5245 (FALL 2013)	Fall/2013	Business Computer Systems	Slusher, Mitch	
BCIS 1305 SEC Y3 (Levy)	Fall/2012	Business Computer Applications	Acosta, Diane	
FALL 2013 BCIS 1405 WEB (Levy)	FA2013/2013	Business Computer Applications	Levy, Sarit	

7. Click Join a Section and Join the section you registered for, the course number should be on your registration form or in Web Advisor.
8. Click the Join Section icon on the right to join your SAM course and view course content.

Information About the Course

Course Description

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Course Prerequisites:

None

Course Topics:

<i>Course Topics</i>	
Module 1	Getting Started Student Questionnaire Assignment Introduce Yourself Blog Online Readiness Survey Syllabus Quiz The App Enigma Blog
Module 2	Twitter Speech Dilemma Blog SAM 2013-Chapter 1 Digital Literacy Quiz SAM 2013- Chapter 4 Program Apps Quiz MS Word Capstone Project
Module 3	SAM 2013- Chapter 2 Quiz MS Excel Capstone Project Selection Report
Module 4	SAM 2013- Chapter 5 Quiz MS Access Capstone Project Understanding Cloud Risks Blog
Module 5	SAM 2013- Chapter 2 Quiz MS PowerPoint Capstone Project Game Devices: Google Glass Blog First Report Due: 2 Blogs must be submitted

Module 6	SAM 2013 Chapter 3 Quiz Alice Computer Programming Assignment
Module 7	Capstone Project (Research Assignment) Comprehensive exam in SAM 2013

Grading

<i>Type of Assignment</i>	<i>Points</i>	<i>Learning Objectives</i>
SAM 2013 Projects (4 total)	20	2,7
Blackboard Blogs (6 total)	10	2,3,4,6,7
Participation/Attendance	10	
Capstone Project (Research Assignment)	20	1,2,3,4,5,6,7
Discovering Computer Quizzes and Blackboard Syllabus Quiz (6 total) AND Blackboard Assignments (4 total)	15	1,5
SAM 2013: Final Exam (Word, Excel & PowerPoint)	25	1,3,4,5,6
	100	TOTAL

***Point value for all work will be detailed within the Blackboard classroom and in SAM 2013**

Grading Scale:

"A" = 89.5-100
"B" = 79.5-89
"C" = 69.5-79
"D" = 59.5-69
"F" = 0-599

Grading Policy:

Please understand that this is a required course for the CIS/CS program in order to prepare you for the IT field. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on graded assignments within 5 business days.

- **All work in SAM 2013 and in Blackboard is available on the first day of class.**

SAM 2013 Projects

Under the Projects tab in SAM 2013, you will have 4 projects (Word, Excel, PowerPoint and Access). You will have 3 attempts at passing each project; I will take the highest of the 3 grades. Projects are not timed.

SAM 2013 Exams

Under the Exams tab in SAM 2013, you will have five Discovering Computers Chapter Quizzes, an Online Readiness Survey, and a Final Exam. You will have 3 attempts at passing each. I will take the highest of the 3 grades. They are not timed.

Office 2013 Tutorials Trainings from your MS Office Book and Trainings in SAM

You are not required to complete Tutorials or Trainings from your book or within SAM 2013 software; however, it is recommended that you walk through these trainings as they will prepare you for graded work in SAM 2013, such as Projects and Exams as well as reading your book. Answers for all assessments in SAM can be found in your book and SAM trainings.

Where do I find stuff?

*Blackboard Assignments, Blogs, Course Instructions, Videos, Research Assignment, Group Assignments, PowerPoint Slides and Learning Guides **may be found in Blackboard.**

** MS Office Word, Excel, PowerPoint and Access Projects and Discover Computers Chapter Quizzes **may be found in SAM 2013** and your grades will be stored in SAM 2013.

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.

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 timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Course Alignment with Industry Standards

(Insert Here)

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 note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **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 student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

Attendance Policy

Students are expected to attend class regularly. Attendance will be recorded using a “sign-in” sheet. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this will count as an absence. Students are permitted one absence before a loss of points. Students who are absent more than 3 times within an 8 week face to face session or students you do not logon to the Blackboard online classroom within 5 consecutive days may be dropped from the course by your instructor.

Late Work

All work must be submitted by the due date/deadline indicated on the syllabus. Late submissions will not be accepted.

Make –up work

Make up work is accepted if any only if you have a documented extenuating circumstance that prevented you from submitting your work. Should you have technical issues with Odessa College’s internet or sever, you will be allowed to make-up your work.

Extenuating circumstances

Extenuating circumstances include incarceration, car wreck, child birth, death in the family of immediate family member. The following reasons do not constitute an extenuating circumstance, overwhelmed with course load, internet/server problems outside of Odessa College, busy work schedule/family life. In all cases, you must show proof of your extenuating circumstances and it must be approved by your instructor before you are allowed to make-up work.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor’s discretion.**

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.

Course Schedule

(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
March 17- 23	Module 1	Read syllabus, student expectations, etc.	Blackboard Syllabus Quiz	3/23
		Blackboard Syllabus Quiz		
		The App Enigma Blog	The App Enigma Blog	3/23
		Student Questionnaire Assignment	Student Questionnaire Assignment	3/23
		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	
March 23 – March 30	Module 2	SAM 2013-Chapter 1-Digital Literacy: Introducing a World of Technology	Quiz	3/30
		SAM 2013-Chapter 4-Programs and Apps: Using Software at Work, School and Home	Quiz	3/30
		SAM 2013-Word Trainings 1-3	Word 1-3 SAM Project Training (Not a Grade)	Not a Grade
		SAM 2013-MS Word Capstone Project	MS Word Capstone Project	3/30
		Twitter Speech Dilemma Blog	Twitter Speech Dilemma Blog	3/30

March 30 – April 6	Module 3	SAM 2013-Excel Project Trainings 1-3	Excel 1-3 SAM Project Training (Not a Grade)	Not a Grade
		SAM 2013- MS Excel Capstone Project	MS Excel Capstone Project	4/6
		SAM 2013-Chapter 2-The Internet: Accessing, Searching , Sharing and Communicating	Quiz	4/6
		Read the Capstone Project: Research Assignment Part 1 out of Part 4: Submit a selection report (two files submitted a Word file and an Excel file)	Selection Report Assignment due (everyone in your group must submit the file(s))	4/6
April 6- April 12	Module 4	SAM 2013Access Project Trainings 1-2	Access 1-2 SAM Training (Not a Grade)	Not a Grade
		SAM 2013- MS Access Capstone Project: Databases and Database Objects	Access Capstone Project	4/12
		Research Assignment (Continued)		4/12
		SAM 2013-Chapter 5-Digital Safety and Security: Identifying Threats, Issues, and Defenses Research Assignment (Continued)	Quiz	4/12
		Blog in Bb* Understanding Cloud Risks	Understanding Cloud Risks: Blog	4/12

April 13 – 20	Module 5	PowerPoint Project Trainings 1-3	PowerPoint 1-2 SAM Training (Not a Grade)	4/20
		SAM 2013- MS PowerPoint Capstone Project: Creating and Editing a Presentation with Pictures	MS PowerPoint Capstone Project	
		Research Assignment Part 2 out of Part 4:	First Report : 1. Computer Configuration Blog & 2.Internal/External Ports Blog (everyone in your group must post to each blog)	
		Blog in Bb* Game Devices Google Glass Research Assignment (Continued)	Game Devices Google Glass: Blog	4/20
Last Day to Drop (8 WK Term), Thursday April 23				
April 20 – April 27	Module 6	SAM 2013-Chapter 3-Computers and Mobile Devices: Evaluating the Possibilities Research Assignment (Continued)	Quiz	4/27
		Download software www.alice.org and following instructions printed in Blackboard Research Assignment (Continued)	Alice Computer Programming Assignment	4/27
	Make up Week	Make up exams/work As approved by your instructor		
April 27 – May 5	Module 7	Research Assignment Part 3 out of Part 4:	Research Assignment Due	5/4
		Research Assignment Group Evaluation Part 4 out of Part 4:	Group Evaluation Assignment due (everyone in your group must submit the file(s))	5/4
		SAM 2013-Comprehensive final exam covering Word, Excel, & PowerPoint	Final Exam	5/6

Core Objectives (COs)

Description of Core Objectives (CO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013*, page 73)

Odessa College's Core Objectives (COs):

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

Discipline Core Statement

Computer Information Systems and Computer Science

BCIS 1305 meet the Component area option because it focuses on using writing, resulting in a capstone project, to develop ideas and express them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate.

● = Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Component Area Option	6	●	●		●		●

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.

BCIS 1305 Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Course Objectives

1. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software and data communications systems.
2. Explain the guiding principles of professional behavior in computing.
3. Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.
4. Use business productivity software to manipulate data and find solutions to business problems.
5. Explain the concepts and terminology used in the operation of application systems in a business environment.
6. Identify fundamental programming structures.
7. Complete projects that integrate business software applications.

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

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 "in 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 unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered 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 unadministered test or information about an unadministered 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*).
- Any student found cheating will receive a "F" in the class.

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 does attending class 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 before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online Click here.
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?

Main Number	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)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online

Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

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 (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.)

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 trained tutors	Understanding course work and motivation	On Campus and Online 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