

Central Ohio Technical College
Business, Engineering, Public Service & Technology
Winter Quarter, 2008
January 3, 2008 – March 16, 2008
Syllabus Part I
On-Line

Course Title: Personal Computer Applications in Business Management

Course Number: 2464

Course Credit: 4 credit hours

Contact Hours: 4 course contact hours

Instructor: Bonnie Buchanan, Instructor
Office Location: Hopewell 181
Office Telephone: 740-366-9406
E-Mail Address: bbuchana@cotc.edu
Office hours: Posted on faculty web site

Prerequisite: none.

Course Description:

This course is designed to give students standardized, progressive, detailed, hands-on instruction in the most popular personal computer software used today by business and industry. The student will demonstrate the ability to integrate word processing, spreadsheets, and graphic design through projects. The course combines demonstration and self-paced instruction. Students will be tested and the course will be graded.

Required Resources:

Textbook: None. SimNet CD with access code must be purchased.
The ISBN is 0077218647 or 9780077218645

Accessing course: The course web site can be accessed by clicking on the following link: <https://cotc.simnetonline.com/Students/Portal/Home.aspx>

Faculty web site: The link to the instructor's home page is:
<http://www.cotc.edu/bbuchanan/>

ITS Resources: Tech Connect:
<http://www.newarkcampus.org/Departmental/TechConnectweb/default.htm>.

Student Services: <http://cotc.edu/studentlife/>

Library: <http://www.newarkcampus.org/library/>

Course Registration Instructions:

Click on the link above to access the course log-in screen.

You MUST have a student registration course for access to assignments. If you did not purchase a code, you can purchase one on-line via a link on the student access page.

Follow the directions on the registration web page to gain access.

Remember, once you have entered your registration code and registered for the course, send the instructor an email. See *First Week Assignment* below.

There is a lesson, practice test and exam due the first week of the quarter. Be sure to see the ***Course Calendar***.

Virus Policy:

All e-mail sent through COTC is automatically scanned for viruses. Messages that contain attachments found to be carrying viruses are deleted. It is the student's responsibility to ensure that a virus free assignment is delivered on time to the instructor.

General Policies:

For individual issues, students should contact the instructor directly by e-mail or telephone. You should use the instructor's COTC e-mail address, as well as your COTC email account for all e-mail communication. E-mail and telephone messages will normally be answered within 48 hours. E-mails must identify the course number and assignment in the subject line for credit.

Student Responsibilities:

This course will require 8-12 hours per week (the actual amount is dependent on each student's background). This requirement may influence the time allotted to other classes. Planning and time management are essential for students.

Students are expected to initiate contact with the instructor.

Written assignments should demonstrate elements of good writing such as unity, coherence, clarity and appropriate grammar and mechanics. Effective business and professional writing is clear, concise, complete and appropriate in tone and format.

First week assignment: As part of COTC's requirement to have accurate course attendance records, you are required to contact the instructor by the end of the first week of the quarter via the COTC email system. You must provide the following information:

- *Full name which is used for COTC records and any nickname you want to be used
- *E-mail address
- *Confirmation that you have accessed the web site using the login and password that you created and you have navigated through the web site and understand how to utilize all the resources. You must put the course number and section in the subject line of your email to receive credit.

Regular attendance will be monitored through your participation in class interactions and your completion of assignments.

Disability Statement: Any student with a documented disability, which may require special accommodations, should self-identify to the instructor as early as possible in order to receive effective and timely accommodation. Please realize that all instructors are not trained in working with all types of physical, emotional or mental conditions.

As part of COTC's campus-wide assessment initiatives (quality assurance program), samples of student performance such as test results, projects, papers, etc. may be used. The data gathered will not identify individual students and is not related to the student's grade for the course, but will be used to improve student learning at COTC.

Withdrawal Date: Please refer to the COTC Academic web page for specific information on withdrawing from this course.

FINAL GRADE will be computed using the following point distribution:

90% to 100%	-	A
80% to 89%	-	B
70% to 79%	-	C
60% to 69%	-	D
Below 60%	-	E

Modification of Policies: Anything in this syllabus may be modified or changed upon verbal or written notification in class by the instructor.

COURSE CALENDAR

Changes may occur in this calendar due to unforeseen events.

***Weeks begin on a Monday and end Sunday (except for Week 1)
Assignments due Sunday at 11:00 PM of the current week***

**You MUST have a SimNet Access code before logging into the course for the first time.
Please access the course web site via the instructor's web page:**

<http://www.cotc.edu/bbuchanan/>

Week 1: January 3 to January 6

- Review syllabus and website
Please take time to become familiar with the website.
- Read and print the syllabus.
- E-mail the instructor with any questions after reviewing the syllabus.
- Complete Lesson 1 – Week 1 – Computer Concepts
- Complete Week 1 Computer Concepts Practice Exam
- Complete Week 1 Computer Concepts Exam

Week 2: January 6 to January 13

- Complete Lesson 2 – Week 2 – Office Overview
- Complete Week 2 Office Overview Practice Exam
- Complete Week 2 Office Overview Exam

Week 3: January 14 to January 20

- Complete Week 3 Word Lesson 1
- Complete Week 3 Word Lesson 1 Practice Exam
- Complete Week 3 Word Lesson 1 Exam
- Complete Week 3 Word Lesson 2
- Complete Week 3 Word Lesson 2 Practice Exam
- Complete Week 3 Word Lesson 2 Exam

Week 4: January 21 to January 27

- Complete Week 4 Word Lesson 3
- Complete Week 4 Word Lesson 3 Practice Exam
- Complete Week 4 Word Lesson 3 Exam

Week 5: January 28 to February 3

- Complete Week 5 Excel Lesson 1
- Complete Week 5 Excel Lesson 1 Practice Exam
- Complete Week 5 Excel Lesson 1 Exam

Week 6: February 4 to February 10

- Complete Week 6 Excel Lesson 2
- Complete Week 6 Excel Lesson 2 Practice Exam

- Complete Week 6 Excel Lesson 2 Exam

Week 7: February 11 to February 17

- Complete Week 7 Excel Lesson 3
- Complete Week 7 Excel Lesson 3 Practice Exam
- Complete Week 7 Excel Lesson 3 Exam

Week 8: February 18 to February 24

- Complete Week 8 Power Point Lesson 1
- Complete Week 8 Power Point Lesson 1 Practice Exam
- Complete Week 8 Power Point Lesson 1 Exam

Week 9: February 25 to March 2

- Complete Week 9 Power Point Lesson 2
- Complete Week 9 Power Point Lesson 2 Practice Exam
- Complete Week 9 Power Point Lesson 2 Exam

Week 10: March 2 to March 9

- Complete Week 10 Power Point Lesson 3
- Complete Week 10 Power Point Lesson 3 Practice Exam
- Complete Week 10 Power Point Lesson 3 Exam

Finals Week: Due March 10th NO ASSIGNMENTS ACCEPTED PAST THIS DATE!

Final Project

Write a two-page paper (total) hi-lighting what you learned about each software application, as well as the on-line learning format (SimNet) used in this course. Examples of things you *may* want to include:

- What you liked about the SimNet course; what you didn't and how it could be improved
- Skills you learned that you will use in the future as a student and/or employee
- Summarize what each software application is used for and ways you plan to use it in the future
- Any challenges you may have had using Office 2007 (likes, dislike, etc.)

Note: This is not an all-inclusive list. If there are other areas you want to include in your paper, please do so. Be creative! If you choose, you can submit a PowerPoint presentation as your paper. Just be sure there is enough content in your presentation (tables, graphs, text, etc.).

Email your paper to your instructor as an attachment.

Be sure the subject line states 2464 Final Paper or you will NOT receive credit for the assignment.

Central Ohio Technical College
Business, Engineering, Public Service & Technology
Syllabus Part II
Winter Quarter, 2008
PC Applications in Business Management
On-Line

Course Title: PC Applications in Business

Course Number: 2464

Course Prerequisite: None

Course Description: This course is designed to give students standardized, progressive, detailed, hands-on instruction in the most popular personal computer software used today by business and industry. The student will demonstrate the ability to integrate word processing, spreadsheets, and graphic design through projects. The course combines demonstration and self-paced instruction. Students will be tested and the course will be graded.

Student Performance Objectives:

Upon completion of this course the student should be able to:

- 1.00 Word Processing
 - 1.01 Text formatting: Fonts, point sizes, bold, italics, underlining, text color
 - 1.02 Paragraph formatting: Margins, line spacing, alignment, tabs, bullets, and numbered lists
 - 1.03 Graphics: Clip Arts, symbols, borders, shading, Autoshapes, graphic lines, text boxes
 - 1.04 Printing
 - 1.05 Tables
 - 1.06 Columns
- 1.07 Page Layouts: Spell checker, Grammar checker, Thesaurus, AutoCorrect

2.00 Spreadsheets

- 2.01 Creating Worksheets: Entering, editing and deleting data, Autofill, working with multiple worksheets
- 2.02 Formatting a worksheet: Insert/delete rows and columns, number formats, alignment, bold, italics, underlining, text color, fill color, borders, columns widths, row heights, fonts, point sizes
- 2.03 Printing: Print preview, print orientation, margins, page centering, header/footers
- 2.04 Formulas and Functions: SUM, AVERAGE, MIN and MAX
- 2.05 Worksheet tabs: Naming and coloring
- 2.06 Proofing: Spell check and AutoCorrect

3.00 Presentations

- 3.01 Creating slide shows: AutoContent Wizard, blank presentations, Outline View.
- 3.02 Proofing: Spell Checker, Style Checker, AutoCorrect
- 3.03 Formatting Slides: Fonts, point sizes, bold, italics, underlining, shadows, design templates, alignment
- 3.04 Slide Masters: Headers and Footers
- 3.05 Graphics: Clip Art, Autoshades, Word Art, Lines, Colors and Fills
- 3.06 Slide Layouts: Title, Bullets, Tables, Organization Charts, Charts
- 3.07 Printing Views: Slides, Outlines, Audience Handouts, Note Pages
- 3.08 Playing Slide Shows: Animations, transitions, sound clips, media clips