

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

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 group projects. The course combines demonstration and self-paced instruction. Students will be tested and the course will be graded.

Required Resources:

Textbook: Exploring Microsoft Office 2007, Brief. Grauer. Pearson/Prentice Hall. 2008. 0-13-224004-1 or 978-0-13-224004-8

Supplies: USB storage device recommended, or use of student H:/ drive.

ITS Resources: Tech Connect:

<http://www.newarkcampus.org/Departmental/TechConnectweb/default.htm>.

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

Library:

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

1. **Attendance.** Attendance of all lectures is highly recommended. When absent, it is the responsibility of the student to check with classmates or the instructor to determine what was missed. Students are asked to be aware that if they miss a class, they miss what was presented in the class.
2. **Tests.** Test material will be drawn from the lectures, text, reading assignments, handouts and homework assignments.
3. **Missed Tests.** Make-up tests will be given only under exceptional conditions. A student unable to take a scheduled test must notify the instructor **prior** to the scheduled test time - he/she may leave a message on voice mail if necessary, but the message must be left prior to the test. To schedule a make-up test for a situation in which the student has contacted the instructor before the test, the student must contact the instructor as soon as he/she returns to campus and make up the test within one week of his/her return. Failure to do so may result in a grade of zero.

If a test is scheduled on a day that the class is canceled, the test will be given the next time the class meets. If a test review is scheduled on a day that the class is canceled, the review will take place the next time the class meets, and the test will be moved to a later date.

4. **Cheating.** All students are responsible for their own assignments and while free and open exchange of information and ideas is encouraged, nearly identical work, or obvious instances of cheating will be handled according to the COTC cheating policy as listed in the current COTC bulletin.
5. **Late Assignments.** Most assignments will have a due date. Assignments are due at the beginning of class on the specified due date unless otherwise stated. Late assignments will have their point values lowered by 30%. Assignments will not be accepted beyond one week after the due date. Instructor does not accept assignments in her mailbox or by email.
6. **Employment.** Students may not take on employment during the allotted class time. If student needs to accept employment during the time scheduled for class, student must switch to the class session offered at a time that does not conflict with employment.
7. **Cell phones and listening devices.** Please place cell phones on record, or turn off cell phones during lecture portion of the class. During lab portion of the class, students may step into the hallway to check phone messages or to return calls. Please do not originate or accept cell phone calls in the classroom. No listening devices are allowed during class time, whether that time be lecture or lab time.
8. **Portfolio Requirement.** Certain COTC programs require the development and submission of a portfolio in order to meet graduation requirements and artifacts from particular classes must be included. 2464 is one of those courses. Be sure to retain assignments to include in your final portfolio, such as word processing documents, spreadsheets and presentations you have created during the quarter.

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.

Important Dates to Remember:

January 21, 2008 – No classes, Holiday
February 29, 2008 - Prospective August graduate petitions for graduation DUE

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

CLASS PARTICIPATION—Students participating in all learning activities can excel in their studies. Poor attendance, late arrivals, or early departures decrease the chance of success and disrupt the learning experience for other students. Arrange medical and personal appointments and job schedules so they don't conflict with class hours.

TEXTBOOK ASSIGNMENTS—Assignments are to be completed from the text according to the instructions and/or procedures given. All assigned exercises are to be completed. **Each project completed should have a cover page that contains the project name, student name and date completed. Example: Word, Project II – Bonnie Buchanan – April 4, 2008. Assignments MUST be submitted in the correct order and labeled correctly. Insert the file name in the footer of EACH document completed and turned in. Failure to do so will result in assignments not be accepted.**

Student responsibilities:

1. Reading the assigned textbook pages during class lab time, and performing the textbook requirements included in those lab pages.
2. Labs must be handed in to instructor in hard copy form during class time only. No labs will be accepted by email or through the instructor's mailbox.

If you have any questions regarding any item in this syllabus, contact the instructor as soon as possible.

FINAL GRADE will be computed using the following percentage distribution:

90 – 100%	-	A
80-89%	-	B
70 – 79%	-	C
60-69%	-	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.

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

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