

Central Ohio Technical College
Business, Engineering, Public Service & Technology
Spring Quarter, 2008
March 24, 2008 – June 8, 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
Website Address: <http://www.cotc.edu/bbuchanan/>
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 access code can be purchased on-line via the faculty member's website (link below).
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/>

Last date updated: 3/21/08

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 from the campus bookstore, you can purchase one on-line via a link on the student access page. See the link under "**Accessing the Course**" (above)

Follow the directions on the registration web page to gain access. *Note: You will need to click on "Don't have an account?" link to purchase your code on line.*

Important! Read the SimNet for Office 2007 Student Guide. It is located on the instructor's faculty web site. Your Course Registration email will serve as verification that you have read and understand the Student Guide and syllabus.

Once you have entered your registration code and registered for the course, send the instructor an email verifying that you have accessed the course and that you understand and have read the SimNet Student Guide and syllabus. Students will be held accountable for understanding both.

**The subject line must contain the following:
The course number, section and "Course Registration Verification"**

Any subsequent emails sent to the instructor, MUST contain the course number in the subject line.

Course composition:

The on-line SimNet Office 2007 simulation course is comprised of the following:

When you first sign into the course, all of the practice exams and exams are found along the left-side of the screen and the lessons are on the right.

Complete the lessons first, than the practice exams (which you can take twice and drop the lower grade) and finally, the exams for EACH section.

Lessons: There are three sections/tabs for each lesson that need to be completed: "Teach me"; "Show me"; and "Let me try".

Exams: When finishing practice exams and exams, it is imperative that you click on "End Exam" in order for your grade to be calculated.

There is a lesson, practice test(x2) and exam due the first week of the quarter. Be sure to see the ***Course Calendar***.

SimNet Technical Support:

Contact McGraw-Hill Technical Support if you require assistance:

Toll free: 1-800-331-5094

Sunday (6 PM -11 PM Central)

Monday-Thursday (8 AM – 11 PM Central)

Friday (8 AM – 6 PM Central)

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.

**The subject line must contain the following:
The course number, section and "Course Registration Verification"**

Any subsequent emails sent to the instructor, MUST contain the course number in the subject line.

A complete list of assignments can be found on pages 6-8

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.

FINAL GRADE will be computed using the following point distribution:

93% to 100%	-	A
90% to 92%	-	A-
87% to 89%	-	B+
83% to 86%	-	B
80% to 82%	-	B-
77% to 79%	-	C+
73 % to 76%	-	C
70% to 72%	-	C-
67% to 69%	-	D+
63% to 66%	-	D
60% to 62%	-	D-
Less than 60%	-	E

Grades are calculated by averaging all lessons, practice exams, exams and papers

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

Important Dates to Remember:

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

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: March 24 to March 30

- Review syllabus, register on the website, read the SimNet Student Guide
Please take time to become familiar with the website.
- Print and read the syllabus.
- E-mail the instructor verifying you have read the student guide and understand the syllabus and all assignments and their due dates.
- Complete Lesson 1 – Week 1 – Computer Concepts
- Complete Week 1 Computer Concepts Practice Exam
- Complete Week 1 Computer Concepts Exam

Week 2: March 31 to April 6

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

Week 3: April 7 to April 13

- 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: April 14 to April 20

- Complete Week 4 Word Lesson 3
- Complete Week 4 Word Lesson 3 Practice Exam
- Complete Week 4 Word Lesson 3 Exam
- Write a 2 page report on MS Word and send as email attachment to instructor

Week 5: April 21 to April 27

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

Week 6: April 28 to May 4

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

Week 7: May 5 to May 11

- Complete Week 7 Excel Lesson 3
- Complete Week 7 Excel Lesson 3 Practice Exam
- Complete Week 7 Excel Lesson 3 Exam
- Write a 2 page paper on Excel and email it as an attachment to your instructor

Week 8: May 12 May 18

- Complete Week 8 Power Point Lesson 1
- Complete Week 8 Power Point Lesson 1 Practice Exam
- Complete Week 8 Power Point Lesson 1 Exam
- 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 9: May 25 to June 2

- Complete Week 10 Power Point Lesson 3
- Complete Week 10 Power Point Lesson 3 Practice Exam
- Complete Week 10 Power Point Lesson 3 Exam
- Write a 2 page paper on PowerPoint and email it as an attachment to your instructor

*Finals Week: Due June 2nd by 11:00 pm **NO ASSIGNMENTS ACCEPTED PAST THIS DATE!***

- Paper #4 is due – SimNet Summary (see below)

Explanation of Summary Papers – 4 total**Papers #1 through #3:**

Write a two-page paper (total) hi-lighting what you learned about each software application.

Examples of things you *may* want to include in your summary papers:

- 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
- List of key functions and how they can be utilized

Note: This is not an all-inclusive list. If there are other areas you want to include in your papers, please do so. Be creative!

Paper #4:

Write a summary of the on-line course program, SimNet: What you liked about the SimNet course; what you didn't and how it could be improved

- Any challenges you may have had using Office 2007 (likes, dislike, etc.)

Notes for all papers:

- They must be typed using MS Word
- Double-spaced, 1" margins
- Sources (if any), must be cited
- **Must** contain a title page with the course name and section, your name, the instructor's name and date.
- Be sure the subject line states "2464 Word (Excel or PowerPoint) Summary Paper" or you will NOT receive credit for the assignments.

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