

Central Ohio Technical College
Business, Engineering, Public Service & Technology
Summer Quarter 2009
Syllabus Part I
On-Line

Course Title: Personal Computer Applications in Business Management

Course Number: 2464 NA & NB

Course Credit: 4 credit hours

Contact Hours: 4 course contact hours

Instructor: Bonnie Buchanan, Assistant Professor
Office Location: Hopewell 181
Office Telephone: 740-366-9406
E-Mail Address: bbuchana@cotc.edu
Office hours: No office hours during Summer quarter.
Please send email questions using ANGEL's email feature.

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

Portfolio Requirement: This course has a portfolio requirement if you are a Business Management Major (any option). Make sure you save samples of your work in all three areas covered during this course (word processing, spreadsheets and presentations).

Accessing course: The course web site can be accessed by clicking on the following link: <https://cotc.simnetonline.com/Students/Portal/Home.aspx> or from the 'resources' tab in ANGEL.

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/>

Where to Begin:

1. Click on the 'lessons' tab and then click on '2464 Assignments' Folder
2. Go to 'Week One Assignments' Folder and click on the 'List of Assignments'
3. Follow the instructions for Week One required assignments **carefully**.

COURSE CALENDAR

Changes may occur in this calendar due to unforeseen events.

Weeks begin on a Monday and end Sunday

Assignments due Sunday at 11:59 PM of the current week

The complete list of course assignments by each week can be found in the ANGEL course website under the 'lessons' tab.

You MUST have a SimNet Access code before logging into the course for the first time.
Please access the course web site via the course 'resources tab' or under 'week one assignments' – SimNet Student User Guide

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. You should use the instructor's COTC e-mail address within the ANGEL course. 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.

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

Important Dates to Remember:

Withdraw 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:

94% to 100%	-	A
90% to 93%	-	A-
86% to 89%	-	B+
83% to 85%	-	B
80% to 82%	-	B-
76% to 79%	-	C+
73% to 75%	-	C
70% to 72%	-	C-
66% to 69%	-	D+
63% to 65%	-	D
60% to 62%	-	D-
Below 60%	-	E

Modification of Policies: Anything in this syllabus may be modified or changed upon verbal or written notification via the ANGEL course announcements page.

Central Ohio Technical College
Business, Engineering, Public Service & Technology
Syllabus Part II
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