

**NORTHWEST SHOALES COMMUNITY COLLEGE
OAD 231 – OFFICE APPLICATIONS
COURSE SYLLABUS
FALL SEMESTER 2007**

INSTRUCTOR: Lerita Parkhurst

E-MAIL: lparkhu@comcast.net

TELEPHONE: 256-381-9520

COURSE LOCATION: Building 112; Room 111

COURSE TIME: Monday and Wednesday
11:00 – 12:15 P.M.
August 20 to December 12, 2007

COURSE DESCRIPTION: Help the student operate and maneuver PowerPoint; a full-features presentation graphic application and Access; a relational database management system used to store data, maintain data, provide easy access to stored data, and prepare customized queries, forms and reports.

REQUIRED TEXTBOOK:

PowerPoint and Access 2003; I-series;

Publisher: McGraw Hill Technology Education. Authors: Hagg/Perry/Wells
ISBN 0072830581.

SUPPLIES:

One 128MB or greater capacity USB Flash Drive is required for this course.

ASSIGNMENTS AND GRADING POLICY:

The lessons for each area are a required part of the course. Lesson grades will be reduced if not completed. ***Missing a class is NOT and excuse for turning something in late!*** If you know that you will miss a class, you must turn your assignments in early. Late assignments will only be accepted up to one week after the due date. Ten points are deducted from your homework grade for every day an assignment is late. (For example, if you do homework correctly but turn it in 3 days late, then 30 points will be deducted; the highest grade you could make on that assignment would be a 70).

CLASS ATTENDANCE AND PARTICIPATION

Each student is expected to attend every class. Attendance records will be maintained and absences reported in accordance with College policy. If you are late or absent, it is your responsibility to get the course notes and assignments given. If you are late coming into class, it is your responsibility to see me and correct your attendance record.

WITHDRAWAL PROCEDURES:

Sometimes events happen in our lives that we cannot control. If you decide that you cannot complete the course due to unforeseen problems, it is important that you withdraw from the course by proper withdrawal procedures in the Admissions Office. A grade of "W" will be assigned for the course, provided that the withdrawal is prior to October 26, 2007. Students neglecting to complete this procedure will very likely receive an "F" for the course.

EXAMS

In the event of a properly justified and approved absence from an exam, a makeup exam will be given. This is not to be construed as an excuse to skip an exam. All makeup exams will be given the last day of class. ***Period.*** If you have missed more than one exam, you will be required to take all missed exams plus your last exam on December 12, 2007.

ACADEMIC HONESTY

Each student is responsible for maintaining the highest standards of academic honesty and ethical behavior. In order that each student understands what is (or is not) acceptable behavior, the following guidelines are offered.

Discussions of assignments with other students and members of the faculty are both permitted and encouraged as a constructive educational practice. **Copying of another person's work and representing it as one's own work is a serious academic offense, and will be treated as such. This includes magnetic media, photocopies of another student's work, and borrowing another student's flash drive. Please refer to the Academic Honesty Policy printed in the Student Handbook section of the College Catalog (pages 205 & 206).**

AMERICANS WITH DISABILITY ACT (ADA)

Students who believe that special instructional accommodations should be made for them due to a disability should obtain an Accommodation Request Form from the ADA Coordinator, 331-5321.

SCHOOL HOLIDAYS:

Labor Day	September 3, 2007
Veterans Day	November 12, 2007
Thanksgiving	November 19-23, 2007

COURSE SCHEDULE: OFFICE APPLICATIONS

ACCESS

<u>Week</u>	<u>Dates</u>	<u>Assignment</u>
1	August 20/22	Introduction – Chapter 1
2	August 27/29	Chapter 1 – Chapter 2
3	September 5	Chapter 2
4	September 10/12	Review Chapters 1 & 2 Exam Chapters 1 & 2
5	September 17/19	Chapter 3
6	September 24/26	Chapter 3 – Chapter 4
7	October 1/3	Chapter 4
8	October 8/10	Review Chapters 3 & 4 Exam Chapters 3 & 4

POWERPOINT

9	October 15/17	Introduction – Chapter 1
10	October 22/24	Chapter 1 – Chapter 2
11	October 29/31	Chapter 2
12	November 5/7	Review Chapters 1 & 2 Exam Chapters 1 & 2
13	November 14	Chapter 3
14	November 26/28	Chapter 3 – Chapter 4
15	December 3/5	Chapter 4
16	December 10 December 12	Review Chapters 3 & 4 Exam Chapters 3 & 4 10:30 – 12:30 P.M.

The course schedule may vary due to time and involvement of projects.

COURSE EVALUATION PROCESS (Grading)

Four exams	100 Points Each
Textbook assignments	100 Points
Special Projects	100 Points (50 Access and 50 PowerPoint)

GRADING SCALE

Final grades will be assigned on the basis of the following grading scale:

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