<table>
<thead>
<tr>
<th>Course Description</th>
<th>In-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking.</th>
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</table>
| Textbooks         | INTEGRATED COMPUTER APPLICATIONS MICROSOFT OFFICE 2010 6E  
VanHuss, Forde, Woo  
SOUTH-WESTERN Cengage Learning |
| Learning Outcomes | 1. Students will use Word to create business documents of various types and styles.  
2. Students will use PowerPoint to create, edit, and enhance slides for presentations.  
3. Students will use Excel to create, modify, and produce spreadsheets of varying degrees of complexity.  
4. Students will use Access to create, modify and manipulate data.  
5. Students will create digital notebooks with OneNote.  
6. Students will use web computing using Office Web applications.  
7. Students will integrate Office 2010 application tools to create relevant workplace solutions.  
8. Students will apply critical thinking and problem-solving skills to complete tasks. |
| Semester Hours    | 4 |
| Instructor Information | Christine Gonzalez  
Office: E128  
Phone: 354-2510  
E-mail: cgonzalez@coastalbend.edu  
Office Hours Posted |

**ELECTRONIC DEVICES:** MP3 players are not permitted in the classroom at any time. As detailed in the student handbook, cell phones must be turned off while in class and lab sessions. Students may not text message or keep phones on desk on vibrate.

**SCHOLASTIC DISHONESTY:** Students are expected to uphold the school's standard of conduct relating to academic honesty. Acts prohibited by the college for which discipline may be administered include but are not limited to cheating on an exam/quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Students assume full responsibility for the content and integrity of the academic work they submit. Academic work is defined as, but not limited to tests, quizzes, (electronic/paper), projects (individual/group), classroom presentation, and homework. Academic dishonesty can result in a grade of F or 0 for
ATTENDANCE/WITHDRAWAL: Please note that regular class attendance and punctuality are expected for success in this course. Class attendance is checked regularly by the instructor. If absent, you are responsible for all work missed and completing your assignments at the earliest possible dates. Please notify the instructor if you are unable to attend. A student is considered “excessively” absent (4) by the instructor and their grade will be dropped a course letter grade.

Any absences greater than 4 may result in a student being withdrawn from the course. An exception may be made by the instructor and factors considered are: 1. student initiative and dependability with course work; 2. exceptional, sudden personal circumstances of the student.

NOTE: IT SHOULD BE UNDERSTOOD THAT IT IS THE STUDENT’S RESPONSIBILITY AND NOT THE INSTRUCTOR’S TO DROP A COURSE. A STUDENT THAT DISCONTINUES COMING TO CLASS AND FAILS TO DROP A COURSE IS SUBJECT TO RECEIVING A FINAL, PERMANENT GRADE OF “F.”

PROFESSIONAL BEHAVIOR: All students are considered to be mature individuals by the instructor. Students will be required to conduct themselves with utmost consideration of the rights and property of others. Any behavior on the part of the student that interrupts or impedes the quality of instruction is unacceptable. No children and only approved guests are allowed to visit the class.

SUPPLIES: textbook, flash drive

ASSIGNMENTS: All assignments must be completed by the due date. Assignments are due at the beginning of the next class session unless otherwise instructed. Any assignments not submitted by the due date will receive a 0 (zero) grade. Daily assignments can be corrected one time without a loss in points. However, if work is not corrected then the student receives a 0 for any work not corrected or any work not corrected properly. ABSOLUTELY NO LATE WORK WILL BE ACCEPTED UNLESS THE EXCUSE IS ONE ACCEPTED BY THE DEPARTMENT DIVISION CHAIR.

TESTS:
- Tests are to be taken at the scheduled class time.
- No make-up tests are given.
- A missed test grade will be dropped one time only. Any other missed test grades will be recorded as zeros.

EVALUATION:
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<tbody>
<tr>
<td>Daily Assignments</td>
<td>50%</td>
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<tr>
<td>Tests/Final Exam</td>
<td>50%</td>
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</tbody>
</table>
FYI:

(1) If you have a condition, such as a physical or mental disability, which will make it difficult for you to carry out the work as outlined, or will require extra time on examinations, please notify the Instructor or the Special Needs Counselor in the first two weeks of the course so that appropriate arrangements may be made.

(2) Please consult the instructor and seek support services (tutoring) as needed.