

**BUSINESS DEPARTMENT
ONLINE/HYBRID COURSE INFORMATION**

All course work begins on the first day of classes in online classes. Check the schedule book for the appropriate date.

In Microsoft Office classes, you *must* have the appropriate software version (currently MS Office 2007) installed on your home computer that matches the book or make arrangements to use the WSC computer lab.

**BUS 241 ACCOUNTING I
BUS 242 ACCOUNTING II**

There will be an OPTIONAL on-campus orientation for both Accounting I and II online courses. Please see BlackBoard Course Contents (Home) Page for dates and times. Course work begins and the course is available for online/hybrid students on the **first day** of the semester. All online/hybrid students must log on to the course, print the syllabus, and begin work immediately.

ALL students should have already purchased their text book (Accounting, 23rd edition, by Warren, publisher Cengage Learning) **and** CengageNOW on Blackboard – 2-semester Instant Access Code (this is for study guides and home work) by the time class starts. Students **MUST** have both (text book and CengageNOW access code) for online, hybrid, or on-campus accounting courses. Accounting students may contact the instructor via email at Marcy.Manning@wallacestate.edu .

BUS 263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS

No on-campus orientation. Should you have questions regarding the course, you may contact the instructor via email at Terri.Waldrop@wallacestate.edu. Print the syllabus and begin work immediately. All assignments are outlined in Blackboard on the calendar. Students must have both (text book and CengageNOW access code) for online, hybrid, or on-campus courses. Text: The Legal Environment Today, Business in its ethical, regulatory, e-commerce, and global setting. 6th edition by Roger Miller and Frank Cross. Publisher, South-Western Cengage Learning.

BUS 271 BUSINESS STATS I

No on-campus orientation. Should you have questions regarding the course, you may contact the instructor via email at Terri.Waldrop@wallacestate.edu. Print the syllabus and begin work immediately. All assignments are outlined in Blackboard on the course calendar. Text: Statistical Techniques in Business and Economics. 14th edition by Lind, Marchal and Wathen. Publisher McGraw-Hill, Irwin.

BUS 272 BUSINESS STATS II

No on-campus orientation. Should you have questions regarding the course, you may contact the instructor via email at Glynice.Crow@wallacestate.edu. Print the syllabus and begin work immediately. All assignments are outlined in the syllabus. Text: Statistical Techniques in Business and Economics, 14th edition by Lind, Marchal and Wathen. Publisher: McGraw-Hill, Irwin.

BUS 275 PRINCIPLES OF MANAGEMENT

No on-campus orientation. Should you have questions regarding the course, you may contact the instructor via email at Terri.Waldrop@wallacestate.edu. Log into BlackBoard and print the syllabus. Begin work immediately. All assignments are outlined in the syllabus. Text: A Practical Introduction with WebTutor for WebCt, 4th edition by Kinicki. Publisher: McGraw-Hill.

ECO231 PRINCIPLES OF MACROECONOMICS

ECO 232 PRINCIPLES OF MICROECONOMICS

No on-campus orientation. Should you have questions regarding the course, you may contact the instructor via email at Glynice.Crow@wallacestate.edu. Print the syllabus and begin work immediately. All assignments are outlined in the syllabus. Text for ECO 231: Macroeconomics, Brief Edition by McConnell, Brue, and Flynn. Text for ECO 232: Microeconomics, Brief Edition by McConnell, Brue, and Flynn. Publisher: McGraw-Hill.

OAD 101 KEYBOARDING I

OAD 103 KEYBOARDING II

On-line class: Make contact with Ms. Sides the first week of class through email: Kathy.Sides@wallacestate.edu or call (256)352-8126. This class is not supported through WebCT or BlackBoard. Text: Gregg College Keyboarding & Document Processing. 10th edition by Ober, Johnson, Zimmerly, publisher: McGraw-Hill.

OAD 125 MICROSOFT WORD 2007

No on-campus orientation for the Online class. Buy an access code for SimNet in addition to the book. You will need only one code for a 2-year period to be used with Word, Excel, Access, and PowerPoint classes. If you are taking Word, Excel, and PowerPoint this semester, you only need one code for all three classes. Log on to Blackboard and print the syllabus. Start immediately. Should you have questions regarding the course, you may contact the instructor via email at Susan.Smith@wallacestate.edu. Text: Microsoft Office Word 2007: The Professional Approach Series by Hinkle, publisher: McGraw-Hill.

OAD 212 MEDICAL TRANSCRIPTION

No on-campus orientation. Log on to Blackboard and print the syllabus. Start immediately. Should you have questions regarding the course, you may contact the instructor via email at Susan.Smith@wallacestate.edu. Text: Introduction to Medical Office Transcription. 3rd edition by Becklin and Sunnarborg, publisher: McGraw-Hill Irwin.

OAD 231 OFFICE APPLICATIONS

Students must attend the first day of class for orientation. Be sure to bring your books and foot pedal (which can be purchased at the WSC bookstore) to the first class. Foot pedal installation and operation will be discussed and demonstrated. Should you have questions regarding the course, you may contact the instructor via email at Susan.Smith@wallacestate.edu. Two books are needed for this class plus the foot pedal. Texts: Computer Calculator for the 10-

key Pad by Henry & Prescott. Publisher: South-Western. *and* Machine Transcription (short course) by Mitchell, 4th edition. Publisher: Glencoe McGraw-Hill. A foot pedal is also needed.

**OAD 243 MICROSOFT EXCEL 2007
CIS 196**

No on-campus orientation for the online class. Students must have their text books and SIMNET Access Code purchased and ready to log into the course on Blackboard and start work on the first day of the semester. After logging into BlackBoard, students should print the syllabus and begin work immediately.

Buy an access code for SimNet in addition to the book. You will need only one code for a 2-year period to be used with Word, Excel, Access, and PowerPoint classes. If you are taking Word, Excel, PowerPoint and Access classes, you only need one code for all three classes. CIS students may purchase an Access Code that is only for Excel at the bookstore. Either code is good for two-years. Log on to Blackboard and print the syllabus. Start immediately. Should you have questions regarding the course, you may contact the instructor via email at Susan.Smith@wallacestate.edu. Text: Microsoft Office Excel 2007: The Professional Approach Series by Stewart, publisher: McGraw-Hill. This is the same text that will be used in the OAD 247/CIS 197 Excel course.

**OAD 247 MICROSOFT EXCEL 2007—ADVANCED
CIS 197**

No on-campus orientation for the online class. The online or hybrid course will be available on Blackboard starting on the first day of classes for the new semester. Students must have their text books and SIMNET Access Code purchased and ready to log into the course and start work on the first day of the semester. After logging into BlackBoard, students should print the syllabus and begin work immediately.

A SIMNET Access Code will also be needed. This SIMNET Access Code is the same code used for the Word, PowerPoint, and Access courses, or non-OAD students may purchase or have purchased already a SIMNET Access Code that is only for Excel at the book store. Either code is good for two-years. Should you have questions regarding the course, you may contact the instructor via email at Susan.Smith@wallacestate.edu. Text: Microsoft Office Excel 2007, by Stewart, publisher: McGraw-Hill. This is the same text that was used in the OAD 243/CIS 196 Excel course.

OAD 246 OFFICE GRAPHICS & PRESENTATIONS

No on-campus orientation for the online class. This online course will be available on Blackboard starting the first day of classes for the new semester. Buy an access code for SimNet in addition to the book. You will need only one code for a 2-year period to be used with Word, Excel, Access, and PowerPoint classes. If you are taking Word, Excel, and PowerPoint this semester, you only need one code for all three classes.

Log on to Blackboard and print the syllabus. Start immediately. Two books are needed for this class. Should you have questions regarding the course, you may contact the instructor via email at Susan.Smith@wallacestate.edu. Texts: Microsoft Office PowerPoint 2007: The Professional Approach Series by Graves and Mayhall. Publisher: McGraw-Hill. *and* Microsoft Office Publisher 2007 by Shelly, Cashman and Starks. Publisher: Thomson, Course Technology.