

Northwest College – Houston Community College System
Fall 2010
BCIS 1405 – Business Computer Applications
CRN #52576 Spring Branch 708
T/TR 1:00 PM - 3:00

INSTRUCTOR: Craig A. Adams, BS, MCS Phone 713-718-2223

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Office Hours: Spring Branch
TBA

TEXTBOOK: Refer to Catalog Entry & Textbook Section

Other Materials:

- 1 *Flash memory stick*
- 2 **TEXTBOOK** – You need to purchase your text from an HCC bookstore which is sold as a bundle and contains other required information. You can purchase the text online directly from the publisher at www.mypearsonstore.com as long as you are not receiving financial aid.

Make-up Policy: EXAMS (except Final Exam) may be made up with prior approval of instructor and an acceptable, documented excuse.

Detailed Course Evaluation:

Percent	Item	Grading Scale
70%	Exams (Windows -10%, Word, Excel, Access - 20% each)	90 – 100 A
15%	PowerPoint Presentation	80 – 89 B
15%	Lab Assignments	70 – 79 C
	Integrated Assignment	60 – 69 D
100%	Total	0 – 59 F

Homework Assignments :

More specific information regarding this section will be given. Homework assignments are completed at each class session.

You will do your hands-on training using MyItLab.

You will need a Key code which comes with the textbook and a class code which will be given by me.

To access to the software go to <http://www.myitlab.com>

All noise creating devices must be turned off. Phone calls are not to be made or received in the classroom, please step into the hall.

Session	Date	Description
1.	08/31/10	Getting Started: Syllabus and Orientation to MyItLab
2.	09/02/10	Essentials of Microsoft Windows: General Concepts
3.	09/07/10	Essentials of Microsoft Windows: Disk & File Management
4.	09/09/10	EXAM 1 – Windows
5.	09/14/10	1 – Microsoft Word 2007 : Creating a Document
6.	09/16/10	2 – Gaining Proficiency
7.	09/21/10	2 – Gaining Proficiency
8.	09/23/10	3 – Enhancing a Document
9.	09/28/10	3 – Enhancing a Document
10.	09/30/10	4 – Share, Compare, Document and Mail Merge
11.	10/05/10	4 – Share, Compare, Document and Mail Merge
12.	10/07/10	EXAM 2 – Microsoft Word 2007
13.	10/12/10	1 – Microsoft Excel 2007 : Getting Started with Excel
14.	10/14/10	2 – Formula and Functions
15.	10/19/10	2 – Formula and Functions
16.	10/21/10	3 – Charts
17.	10/26/10	3 – Charts
18.	10/28/10	4 – Working with Large Worksheets and Tables
19.	11/02/10	4 – Working with Large Worksheets and Tables
20.	11/04/10	EXAM 3 – Microsoft Excel 2007
21.	11/09/10	1 – Microsoft Access 2007 : Creating a Database
22.	11/11/10	2 – Relational Databases and Multi Table Queries
23.	11/16/10	2 – Relational Databases and Multi Table Queries
24.	11/18/10	3 – Customize, Analyze, and Summarize Query Data
25.	11/23/10	4 – Create, Edit, and Perform Calculations in Reports EXAM 4– Microsoft Access 2007
26.	11/25/10	Thanksgiving Holiday
27.	11/30/10	1 – Microsoft Power Point 2007 : Introduction to Power Point
28.	12/02/10	2 – Presentation Development 3 – Presentation Design
29.	12/07/10	Power Point Final Project Assigned
30.	12/09/10	PowerPoint Final Projects
31.	12/08/10	FINAL– Microsoft PowerPoint Projects

