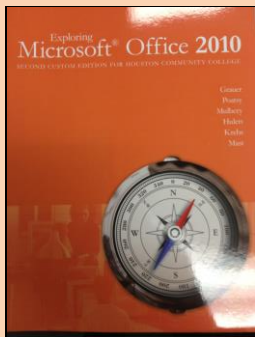# Computer Science Technology Department

Houston Community College - Northwest
Department Phone Number: 713.718.5682

BCIS 1405 Business Computer Applications
Course Syllabus

Instructor	Name: Dominique Phillips Tel: 214.497.9249 Email: dominique.phillips@hccs.edu Website: http://learning.hccs.edu/faculty/dominique.phillips		Course Reference Number (CRN): 11608 Course Level: Beginning
Course Description:	Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet (HTML).		
Course Prerequisite(s)	Must be at college-level skills in reading, writing, and mathematics	Course Length	8 Weeks
Course Location/Times	NOTE: This course will use the Eagle Online 2 (EO2). You must have the Firefox browser for use with the EO2. You must have the Internet explorer browser for use with Myitlab.com. You must have the Adobe Reader installed. You must have your browser set to allow POPUPS from our website!	Course Semester Credit Hours (SCH) (Lecture, Lab)	Credit Hours 4.0
		Total Course Contact Hours	96 Hrs Electronic Instruction
Instructional Materials	Exploring Microsoft Office, 3rd Edition including MyItLab and Microsoft Office 2010 180 Day Subscriptions. Custom text for Houston Community College. By Grauer. The textbook must be purchased from an HCC bookstore or directly from the publisher. Publisher: Pearson ISBN-13: 978-1-269-20753-9 ISBN-10: 1-269-20753-9 Students will be accessing an additional website during this course, the Myitlab website. You will need a Myitlab Access Code to setup Myitlab. This is found in your textbook bundle (if purchased from HCC or the publisher). If not, you will have to purchase it separately for approximately $80. In addition, your Myitlab Course ID to enroll in our section from within MyItLab will be posted within EO2.		
Instructional Methods	ONLINE Northwest - Distance Education	Type of Instruction	Distance Ed

Instructor's Requirements	1. **TEXTBOOK** – You must purchase the textbook from an HCC bookstore, as the book comes in a bundle with other required information. If you would like to purchase the textbook online, you may purchase it directly from the publisher at www.mypearsonstore.com (use the ISBN number located in the area above as long as you are not using financial aid). In addition, you must obtain the books during the first week of course, at the latest, by the end of the 2nd week or you will fall very behind. There is a special access code that is supplied with our bundle (that is otherwise $80) that is used right away! Please note: Many students have tried to purchase books online and realized that the above two options were actually cheaper. All students are required to purchase a special publisher key code to use for online testing that is only available from within our book bundles. If you purchase your textbook elsewhere, you will have to buy the keycode for approx. $80. If you purchase your books from HCC or the publisher this will automatically be included in your bundle. 2. **Adequate Windows PC hardware** including a 1 GHz or faster CPU, 1GB or more of RAM, graphics card with 128 MB of memory, 4 GB of disk storage space and handle multimedia items (sound and maybe a microphone [suggested but not required this semester]). 3. **Windows** XP – SP2, Window Vista, or Windows 7 Operating System 4. **Internet Explorer version 6 or 7 or 8** (your web browser software) 5. **High speed Internet access** (DSL or cable - dial up will NOT work) 6. **REAL PLAYER software** (free online) 7. **Adobe Reader software** (free online) 8. **MyITLab software** (This is provided as part of your textbook when purchasing your books via the HCC bookstore or Publisher) 9. **Windows PC is preferred** – Instruction, and homework will be PC-centric. You may use a MAC at your own risk. Differences in homework, and instruction may be different. 10. **You must have administrator rights** to install the Myitlab software and the Office 2010 trial (if you don't already have Office loaded). 11. **You must have Office 2010 Professional (NOT FREE) software.** A 180 day trial version of Office 2010 (on a CD) is bundled with your textbook (this includes Word 2010, Excel 2010, Access 2010 and PowerPoint 2010) if you do not have Office 2010. AGAIN: You must have Office 2010 on an accessible computer in order to complete the assignments. 12. **You must be self-motivated** in order to be responsible for completing work on time, and without constant reminders. This class moves at a fast pace and staying ahead of schedule is the key to remaining on track. 13. **You must have access to the necessary computer resources** stated above. Please note, the network or computer going down the night before an assignment is due is NOT a valid excuse. Assignments have ample lead time before the Official Due Dates to allow for these types of situations. Start work early and submit your work early and you should not have a problem. If you have internet or computer problems you must be willing to use other resources, such as the HCC open labs.

	14. **STUDENT ATTENDANCE/PARTICIPATION IS MANDATORY:** You must make satisfactory progress in this course. **Students may be withdrawn if the student misses turning in assignments or quizzes that total to more than 89 points (which is more than 12.5% of the course work prior to the Final Exam). Contact the instructor if you are having a problem** (our course is on a 1000 point scale). If you decide to quit participating in the course _before_ the Last Day for Administrative/Student Withdrawals, you may withdraw yourself, or ask instructor to withdraw you. **After the withdrawal date deadline, the instructor is not able to withdraw you.** If you quit participating in the course _after_ the Last Day for Administrative/Student Withdrawals, you will receive an F. This will apply to all students. Incomplete grades are rarely given. 15. **Please refer to student hand book regarding cheating.** Students may ask questions to other students, to myself, or to anyone else. This is how we learn and I encourage it. HOWEVER, all work must be started and completed in its entirety on your own. If it is found that students are sharing the same files, and then making minor changes to submit the work as their own, students will receive a 0 on the assignment and may possibly be removed from the class.
Instructor Grading Criteria	EO2 45% **Note: DUE DATE is last possible date assignment** MyITLab 25% **can be submitted. It is highly suggested that you** Final Exam 30% **submit assignments SOONER.** **Total 100%**
EO2 and MyITLab Requirements	**EO2 DELIVERY OF INSTRUCTION:** This course is delivered to the student using EO2 (educational delivery software). Basically, the EO2 is where you will go to enter our virtual classroom! The Distance Education site has links to get you access to the correct EO2 course area. **EO2 2 USER ID:** Your EO2 login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page. Please note, this is the same user id you may have used for Blackboard, but it will NOT be the same password. If you have never logged into EO2 (or Moodle) at HCC before, the password will be "distance": **EO2 TECHNICAL HELP:** Go to http://distance.hccs.edu and click on the EO2 Help Desk link. Within our EO2 course there is also a blue HELPDESK button located at the top p of the course. **POP UP? If a pop-up is blocked, you will need to set your pop-up blocker to allow pages from our EO2 site. _The technical requirements section of the orientation will discuss how to allow pop-ups from EO2. The HELPDESK button will explain this as well, located at the top of the course. Do this before beginning our course as many of the early links in the course are pop-ups!_** **MYITLAB:** The course materials are available under EO2. However, all students in this course will need to access the `http://www.myitlab.com` website to complete other assignments. This site will require you to install information on your computer. More information on this in a later topic. **Myitlab TECHNICAL HELP:** Go to http://www.myitlab.com/Student_Support or you may call the Pearson MyITLab support line for help at (800) 677-6337 Monday through Friday, Noon to 8PM EST. **POP UP?** You will also need to allow pop-ups from our Myitlab site. This is discussed within Topic 5 of our course.

Due Dates Wednesdays @11:55pm	Topics	Assignments Type & Points Distribution				
		EO2 [45%]		MyITLab [25%]		Final Exam [30%]
		EOQuiz	EOLab	MyitExam	MyitGrader	
May 14 (Wed)	Course Overview/Orientation					
	Topic 1 (01GS) Getting Started					
	Topic 2 (02IN) Introduction	10	10			
May 21 (Wed)	Topic 3 (03FM) File Management	10	50			
	Topic 4 (04CC) Computing Concepts	20				
	Topic 5 (05MY) MyITLab	15		Yes		
	Topic 6 (06OF) Office Fundamentals	20		Yes		
May 28 (Wed)	Topic 7 (07W1) Word Chapter 1			Yes		
	Topic 8 (08W2) Word Chapter 2			Yes	Yes	
	Topic 9 (09W3) Word Chapter 3			Yes		
	Topic 10 (10W4) Word Chapter 4		100	Yes		
June 4 (Wed)	Topic 11 (11E1) Excel Chapter 1			Yes		
	Topic 12 (12E2) Excel Chapter 2			Yes	Yes	
	Topic 13 (13E3) Excel Chapter 3			Yes		
	Topic 14 (14E4) Excel Chapter 4		65	Yes		
June 11 (Wed)	Topic 15 (15A1) Access Chapter 1			Yes		
	Topic 16 (16A2) Access Chapter 2			Yes	Yes	
	Topic 17 (17A3) Access Chapter 3			Yes		
	Topic 18 (18A4) Access Chapter 4		65	Yes		
June 18 (Wed)	Topic 19 (19P1) Powerpoint Chapter 1			Yes		
	Topic 20 (20P2) Powerpoint Chapter 2			Yes		
	Topic 21 (21P3) Powerpoint Chapter 3		65	Yes		
June 25 (Wed)	Topic 23 (23FO) Final Exam Overview	20				
June 28 (Sat) *can change	**Final Exams** **TBA – Northwest College ON SITE**					300
	Total [1000 points]	95	355	250		300

HOLIDAYS and Important Dates:
Memorial Day – May 26
Independence Day – July 4

Note: Non-Myitlab assignments are assignments that you will do on your PC and upload into EO2. The points for these assignments are designated below. Not all Topics will have this type of assignment. Anything labeled as a Myitlab Asgn will be done on the Myitlab website or uploaded into Myitlab. All your Myitlab grades (Exams and Grader Projects) will be averaged together. Myitlab grades comprise 25% of your final grade.

Note: This section of the syllabus provides the general course learning objectives, the expected students learning outcome, the course scope in terms of the department program, and the instrument used to evaluate the course. If you have any question, contact the instructor or the department.

HCC Grading Scale	

Grade	GPA Points
A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 points per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Course Student Learning Outcomes (SLO):

1. Use appropriate integrated software to solve contemporary real-world problems.
2. Integrate appropriate features from several commonly used application programs to generate a document (or set of documents) that solves a contemporary real-world problem.
3. Use Spreadsheets to create a chart with the statistics you plan to use in your presentation slideshow.
4. Demonstrate proper file management techniques to manipulate files and folders in a networked environment.
5. Apply proper formatting techniques to a document draft so that it models a previously formatted document.
6. Develop an algorithm that solves a problem.
7. Demonstrate the effective use of search engines to find reliable and relevant internet resources.
8. Create data that can be edited and kept current.
9. Demonstrate effective oral presentation skills using a slideshow (created with a presentation graphics program) as a visual aid.

Student Assignments

Refer to the course calendar above.

Student Assessment(s)

1.**Use appropriate integrated software to solve contemporary real-world problems.**
   Assessment criteria under development
2. **Integrate appropriate features from several commonly used application programs to generate a document (or set of documents) that solves a contemporary real-world problem.**
   Assessment criteria under development
3. **Use Spreadsheets to create a chart with the statistics you plan to use in your**

	presentation slideshow. Assessment criteria under development 4. **Demonstrate proper file management techniques to manipulate files and folders in a networked environment.** Assessment criteria under development 5. **Apply proper formatting techniques to a document draft so that it models a previously formatted document.** Assessment criteria under development 6. **Develop an algorithm that solves a problem.** Assessment criteria under development 7. **Demonstrate the effective use of search engines to find reliable and relevant internet resources.** Assessment criteria under development 8. **Create data that can be edited and kept current.** Assessment criteria under development 9. **Demonstrate effective oral presentation skills using a slideshow (created with a presentation graphics program) as a visual aid.** Assessment criteria under development
Program/Discipline Requirements:	Instructors will use syllabus that will satisfy CurricuUNET requirements and improve on-going assessment of student-centered learning and teaching.
Academic Discipline/CTE Program Learning Outcomes	1. Develop essential operating systems skills including how to use, setup, configure, troubleshoot and maintain a current microcomputer operating system 2. Use and configure essential office applications and 3. Help other technology users, develop training and maintenance plans and to translate new technical knowledge so that others can use it 4. Install, configure, and administer Linux/UNIX and other systems. 5. Document work log, write clearly and appropriately in an Information Technology context, respect user's data, including backup and security
SCANS and/or Core Curriculum Competencies: If applicable	Secretary's Commission on Achieving Necessary Skills (SCANS) 1. C1: Allocates Time Students will learn to allocate time to perform each task (online course will emphasize this task more). 2. C5: Acquires and Evaluates Information Student will be able to identify need for data, obtain it from existing sources or create them, and evaluate information. 3. C6: Organizes and Maintains Information Students will learn to organize their assignments and manage to complete them with specific deadline. 4. C20: Maintains and Troubleshoots Technology Student will be able to prevent, identify or solve problems in machines, computers, and other technologies. 5. F10: Seeing Things in the Mind's Eye Student will be able to organize and process symbols, pictures, graphs, objects or other information. Every semester, calendar based weekly learning material (reading, hands exercises for in-class, web enhanced, or online assignments, and scheduled quiz/test/exam) will be posted as part of the syllabus.

HCC Policy Statement	
Access Student Services Policies on their Web site:	http://hccs.edu/student-rights
Distance Education and/or Continuing Education Policies	
Access DE Policies on their Web site:	http://de.hccs.edu/de/de-student-handbook
Access CE Policies on their Web site for non-credit classes:	http://hccs.edu/CE-student-guidelines
Competencies: If applicable	