Business Computer Applications-16273

BCIS-1305

F8B 2022   Section 08   3 Credits   10/17/2022 to 12/11/2022   Modified 10/15/2022

🕐 Course Meetings

Course Modality

Fully online

Meeting Days

Fully online

Meeting Times

Fully online

Meeting Location

Fully online

👤 Welcome and Instructor Information

Welcome to Business Computer Applications. My name is Javad Ameri. I'm excited that you have chosen this course!

I graduated from University of Houston. I graduated with a BS and MS in Computer Science. I have worked as a faculty member for more than 15 years.

As its title indicates, this is an introductory course to business applications. The course starts
with an overview of Windows. The rest of the course provides an introduction to the Microsoft
Office 2019 suite of products: Word, Excel, PowerPoint, and Access.
Please read the rest of this syllabus for the course description, pre-requisites, student learning outcomes, required textbook, instructional material, course assignments/assessments, as well as other course policies (participation, make up, etc.). Pay special attention to the Course Calendar section shown below for assignments/assessments due dates.
As the course progresses, you may encounter challenging ideas or difficulties completing your
coursework. I am available to support you.
The fastest way to reach me is through the Canvas Inbox e-mail. If, for any reason, you can't access Canvas, you can reach me at my HCC e-mail(javad.amerisianaki@hccs.edu). My goal is for you to walk out of the course with a solid understanding of the Microsoft Office products, so please contact me by email, whenever you have a question.

💻 Course Overview

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.

Credits: 3 (3 lecture, 4 lab).

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Prerequisite: Must be placed into college level reading & college level writing & developmental mathematics (0312 or higher).

◉ Core Curriculum Objectives (CCOs)

BCIS 1305 satisfies Component Area Option in the HCCS core curriculum. The HCCS Core Curriculum Committee has specified that the course address the following core objectives:

- *Critical Thinking*: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing the class project and assignments, along with answering questions on quizzes and exams.
- *Communication Skills*: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing assignments and participating in online or in-class discussions.
- *Quantitative and Empirical Literacy*: Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing assignments, and answering questions on quizzes and exams.

Program Student Learning Outcomes (PSLOs) Can be found at:

https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/computer-systems-networking--telecommunications/

📊 Student Learning Outcomes and Objectives

Upon completion of BCIS 1305, the student will be able to:

- Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.
- Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.
- Create business documents with word processing software using spelling and grammar check, format, layout, tables, citations, graphics, and mail merge.
- Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.
- Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
- Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
- Use web-based technologies to conduct ethical business research.
- Use "goal seeking" and "what-if analysis" to solve problems and make adjustments/recommendations in a business environment.
- Integrate business software applications.

Learning Objectives for each CSLO are mapped to course material within Canvas.

✔☰ Departmental Practices and Procedures

Department Specific Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques

- Provide a description of assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar
- Arrange to meet with individual students as needed

As a student, it is your responsibility to:

- Participate in our online activities
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- To complete your own work! Do not copy from outside sources, friends, or tutors. It is very easy to determine when students are using 'copied assignments'

Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Program-Specific Student Success Information

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for the assignments. The assignments provided will help you practice the concepts discussed in class lectures and hone your hands-on skills. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Participating in class activities
- Completing assignments
- Be self-motivated or self-starter

There is no short cut for success in this course; it requires reading and studying the material and more importantly completing the assignments.

📙 Instructional Materials and Resources

Instructional Materials

The HCC Online Bookstore (https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses.

Students may use a 2-week temporary access code to MyLab IT. At the end of the 2-week period students must purchase the book/access-code bundle in order to access previous work. Here is the link to get temporary free access to a digital version of the text for fourteen days:

http://www.myitlab.com

eTextbook Exploring Microsoft Office 2019 Introductory Author: Mary Anne Poatsy

Publisher: Pearson

Edition: 2019

ISBN: 9780135768907

Availability: HCC Bookstore or MyItLab.com

MYLAB IT

MyLab IT (http://www.myitlab.com) is an online tutorial and assessment tool companion for our textbook. As stated above, access to MyLab IT is included with the textbook (through inclusive access, the HCC bookstore, or the myitlab.com). When registering you will need 2 things:

- A MyLab IT Access code (in Canvas under First Day (Inclusive Access) link)
- A MyLab IT Course ID (provided to you by your instructor) More information is provided in the second module of the course.
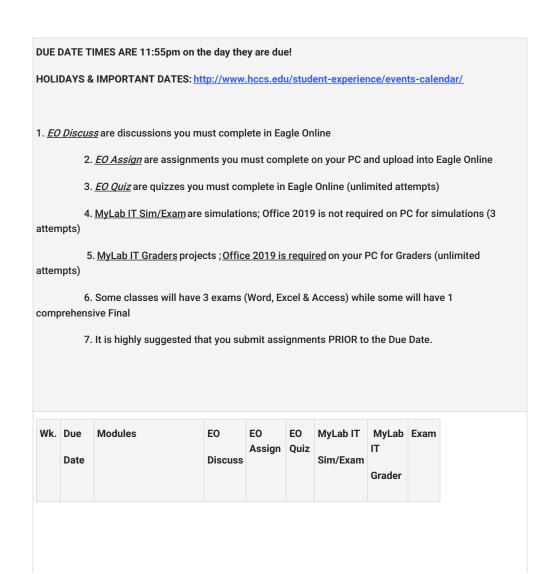
Microsoft Office 2019 or Office 365

Access to Office 2019 or Office 365 (Word, Excel, PowerPoint) is required. Office 365 may be downloaded from your HCC email. More information is provided in the second module of our course.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.

✔ Course Requirements

Assignments, Exams, and Activities

DUE DATE TIMES ARE 11:55pm on the day they are due!

HOLIDAYS & IMPORTANT DATES: http://www.hccs.edu/student-experience/events-calendar/

1. *EO Discuss* are discussions you must complete in Eagle Online

     2. *EO Assign* are assignments you must complete on your PC and upload into Eagle Online

     3. *EO Quiz* are quizzes you must complete in Eagle Online (unlimited attempts)

     4. MyLab IT Sim/Exam are simulations; Office 2019 is not required on PC for simulations (3 attempts)

     5. MyLab IT Graders projects ; Office 2019 is required on your PC for Graders (unlimited attempts)

     6. Some classes will have 3 exams (Word, Excel & Access) while some will have 1 comprehensive Final

     7. It is highly suggested that you submit assignments PRIOR to the Due Date.

Wk.	Due Date	Modules	EO Discuss	EO Assign	EO Quiz	MyLab IT Sim/Exam	MyLab IT Grader	Exam

1	11/05	Introduction to Course: Module (00SH)	X	X	X			
1	11/05	Module (01FM) File Management	X			X		
2	11/05	Module (02OF) Office Fundamentals (and MyLab IT_	X				X	
2	11/12	Module (03W1) Word Chapter 1	X			X		
3	11/12	Module (04W2) Word Chapter 2	X			X	X	
3	11/12	Module (05W3) Word Chapter 3	X			X		
4	11/12	Module (06W4) Word Chapter 4	X			X	X	
	11/12	**Word Exam**						**10%**
4	11/19	Module (07E1) Excel Chapter 1	X			X		
5	11/19	Module (08E2) Excel Chapter 2	X			X	X	
6	11/19	Module (09E3) Excel Chapter 3	X			X		
7	11/19	Module (10E4) Excel Chapter4	X			X	X	
	11/19	**Excel Exam**						**10%**
8	12/08	Module (11A1) Access Chapter 1	X			X		
9	12/08	Module (12A2) Access Chapter 2	X			X		
10	12/08	Module (13A3) Access Chapter 3	X			X		

11	12/08	Module (14A4) Access Chapter 4	X		X		
12	12/08	Module (15P1) PowerPoint Chapter 1	X		X		
13	12/08	Module (16P2) PowerPoint Chapter 2	X		X		
13	12/08	Module (17P3) PowerPoint Chapter 3	X		X		
14	12/08	Module (18PR) Project	X	X			
15	12/08	Module (19FO) Final Overview	X		X		
16	12/09	Final Exam – Word, Excel, and Access					10%
		Total (100%) :	10%	10%	10%	40%	30%

Grade Breakdown:

Eagle Online discussion - 10%

Eagle Online assignments - 10%

Eagle Online Quiz - 10%

MYLAB IT- 40%

Exams(MS Word, MS Excel) - 30%

Type	Weight	Topic	Notes
Eagle Online Quiz	10%		*EO Quiz* are quizzes you must complete in Eagle Online (unlimited attempts)
Eagle Online Assignments	10%		*EO Assign* are assignments you must complete on your PC and upload into Eagle Online.
Exams (MS Word, MS Excel)	30%		The course will have 2 exams: • MS Word exam • MS Excel exam
MYLAB IT	40%		There is one comprehensive final exam.
Eagle Online Discussions	10%		

Grading Formula

Grade	Range	Notes
A	90-100	
B	80 < 90	

Grade	Range	Notes
C	70 < 80	
D	60 < 70	
F	0 < 60	

✳ Instructor's Practices and Procedures

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

Insert your make-up policy for course work other than the departmental final exam. It is acceptable to have a "no makeups" for exams if you drop the lowest exam. You may also allow makeups accompanied by a late-work penalty. You might consider requiring documentation of an emergency to allow a make up. Please also clearly state that a make-up exam is not a retake. That is, make-up exams are allowed only for missed exams. You are responsible for proctoring make-up exams if you allow them.

Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

https://www.hccs.edu/studentprocedures (https://www.hccs.edu/studentprocedures)

Attendance Procedures

Add Content Here

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

🏛 HCC Policies and Information

Our Vision

Houston Community College shapes the future for all students with innovative, affordable, timely, responsive, and continuously improving educational programs and services. Partnered with the communities we serve, we take a defining role in regional economic, workforce, and social development.

[https://www.hccs.edu/about-hcc/ (https://www.hccs.edu/about-hcc/)](https://www.hccs.edu/about-hcc/)

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: [https://catalog.hccs.edu/ (https://catalog.hccs.edu/)](https://catalog.hccs.edu/)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints

- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

https://www.hccs.edu/student-conduct (https://www.hccs.edu/student-conduct) (scroll down to subsections)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

https://www.hccs.edu/campuscarry (https://www.hccs.edu/campuscarry)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID (https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: https://www.hccs.edu/eeo (https://www.hccs.edu/eeo)

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to https://www.hccs.edu/accessibility (https://www.hccs.edu/accessibility)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (mailto:Institutional.Equity@hccs.edu)

https://www.hccs.edu/titleix (https://www.hccs.edu/titleix)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: https://www.hccs.edu/online/ (https://www.hccs.edu/online/)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/ (https://eagleonline.hccs.edu/)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook (https://www.hccs.edu/studenthandbook)](https://www.hccs.edu/studenthandbook)

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS[3] ([Evaluation for Greater Learning Student Survey System (https://www.hccs.edu/egls3)](https://www.hccs.edu/egls3)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS[3] surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

[https://www.hccs.edu/egls3 (https://www.hccs.edu/egls3)](https://www.hccs.edu/egls3)

Housing and Food Assistance for Students

If you are experiencing any hardship related to food, shelter, mental health, or other basic needs areas, please visit the Basic Needs page for resources ([https://www.hccs.edu/cares (https://www.hccs.edu/cares)](https://www.hccs.edu/cares)). You have the option to take the Basic Needs Questionnaire and ask to be contacted by a counselor for additional assistance or support ([https://www.hccs.edu/basicneeds (https://www.hccs.edu/basicneeds)](https://www.hccs.edu/basicneeds)). Furthermore, please notify the professor if you are comfortable doing so.

Student Resources

Tutoring

HCC provides free and convenient academic support, in a large variety of subjects, to HCC students in both an online environment and in-person on campus. Tutoring is provided by HCC personnel in order to ensure that it is appropriate. Visit the HCC Tutoring Services website for more information at [https://hccs.edu/tutoring (https://hccs.edu/tutoring)](https://hccs.edu/tutoring).

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at https://library.hccs.edu (https://library.hccs.edu/).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at https://www.hccs.edu/supplemental-instruction (https://www.hccs.edu/supplemental-instruction)

Resources for Students:

https://www.hccs.edu/covid19students (https://www.hccs.edu/covid19students)

Basic Needs Resources:

https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/ (https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)

Student Basic Needs Application:

https://www.hccs.edu/basicneeds (https://www.hccs.edu/basicneeds)

COVID-19

Here's the link to the HCC information about COVID-19:

https://www.hccs.edu/covid-19 (https://www.hccs.edu/covid-19)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

📅 Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

📋 Additional Information

Computer Systems, Networking & Telecommunications

Computer Systems Networking and Telecommunications is a growing field that will only get bigger as businesses embrace and rely on remote communications and wireless technology. AREA OF STUDY: Science, Technology, Engineering & Math.

AWARD TYPES: Associate in Science, Certificate Level 1, Certificate Level 2

- Computer Systems Networking - Cisco Specialization
- Computer Systems Networking – Cybersecurity
- Computer Systems Networking - Linux Server Administrator
- Computer Systems Networking - Microsoft Server Administration

Employment

- The estimated annual job openings is 638 jobs a year.
- The estimated annual job openings is 638 jobs a year.
- Median Wages - $44.17 hourly, $92,000 annually

Student Clubs

- Computer Science Association (CSA) club dit.csa@hccs.edu
- Women in Technology (WIT) club https://hccs.presence.io/organization/women-in-technology

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Dr. Fidelis Ngang (gang)
fidelis.ngang@hccs.edu
Tel: 713-718-5552