



BCIS 1305 – Business Computer Applications

CRN 20478– Spring 2019
 Dates: 1/14/2019 - 5/12/2019
 Central College | Face-to-Face
 Introductory Level Course

Instructor contact Information and Preferred Method of Contact	Name: Khansaa Almansor Email: khansaa.almansor1@hccs.edu Tel.: 713-718-2131 Office: 555 Community College Dr., Houston TX 77013, Science Tech Building, RM 100
Office Location and Hours	Office hours: Check my learning web here . Office location: Office: 555 Community College Dr., Houston TX 77013, Science Tech Building, Room 100 Office location and hours Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. You can expect to get a response from me during instructor’s office hours. <i>I am available to hear your concerns and to discuss course topics but not during the class time. So please set appointment by email and come to my office if necessary and I would be more than happy to discuss your concerns.</i>
Course Location/Times	Central College: CE-J. Don Boney Bldg Rm 201 Address: 1215 Holman St, Houston, TX 77004 Phone: (832) 756-5887 Time: MoWe 8:00AM - 9:50AM
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3.0 Lecture Hours Weekly: 2.0 Lab Hours Weekly: 4.0
Total Course Contact Hours	96
Course Length (number of weeks)	16
Type of Instruction	Face-to-Face / Web-enhanced (49% or less) /41 hours web enhanced
Course Description:	Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The focus of this course is on business



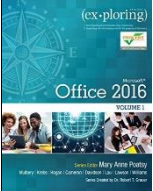
	applications of software, including word processing, spreadsheets, databases, and presentation graphics.				
Course Prerequisite(s):	Must be at college-level skills in reading, writing, and mathematics. Must be familiar with the basics of word processing and file management (e.g., know how to copy and move files and folders).				
Academic Discipline/CTE Program Learning Outcomes:	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Develop essential operating systems skills including how to use, setup, configure, troubleshoot and maintain a current microcomputer operating system • Use and configure essential office applications and • Help other technology users, develop training and maintenance plans and to translate new technical knowledge so that others can use it • Install, configure, and administer Linux/UNIX and other systems. • Document work log, write clearly and appropriately in an Information Technology context, respect user’s data, including backup and security 				
Student Learning Outcomes (SLOs):	<p>The student will be able to:</p> <ul style="list-style-type: none"> • Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems. • Explain the guiding principles of professional behavior in computing. • Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment. • Use business productivity software to manipulate data and find solutions to business problems. • Explain the concepts and terminology used in the operation of application systems in a business environment. • Identify emerging technologies for use in business applications. • Complete projects that integrate business software applications. 				
Course Calendar	<p style="text-align: center;">BCIS 1305 – Business Computer Applications</p> <p style="text-align: center;">16 Weeks Calendar / Second Start / Tentative Calendar</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: left;">WEEK</th> <th style="text-align: left;">AGENDA / ASSIGNMENTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1-2</td> <td> <p>Course Overview and File Managements</p> <ul style="list-style-type: none"> • Become comfortable with the course and complete- Module (00SH) • File Management - Module (01FM) • Office Fundamentals (and MyITLab) - Module (02OF) <p>Assignments/Quizzes</p> <ul style="list-style-type: none"> • Complete Syllabus online quiz. • Create folders and different type of files using MS Windows applications and features. </td> </tr> </tbody> </table>	WEEK	AGENDA / ASSIGNMENTS	1-2	<p>Course Overview and File Managements</p> <ul style="list-style-type: none"> • Become comfortable with the course and complete- Module (00SH) • File Management - Module (01FM) • Office Fundamentals (and MyITLab) - Module (02OF) <p>Assignments/Quizzes</p> <ul style="list-style-type: none"> • Complete Syllabus online quiz. • Create folders and different type of files using MS Windows applications and features.
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		<ul style="list-style-type: none"> • Online simulation assignment
	3-4	<p>MS Word</p> <ul style="list-style-type: none"> • Word Chapter 1 – Introduction to Word • Word Chapter 2 – Document Presentation • Word Chapter 3 – Document Productivity • Word Chapter 4 – Collaboration and Research <p>Assignments/Quizzes</p> <ul style="list-style-type: none"> • Create and update different documents. • Online simulation assignment
	5-8	<p>MS Excel</p> <ul style="list-style-type: none"> • Excel Chapter 1 - Introduction to Excel • Excel Chapter 2 – Formulas and Functions • Excel Chapter 3 – Charts • Excel Chapter 4 – Datasets and Tables <p>Assignments/Quizzes</p> <ul style="list-style-type: none"> • Create a spreadsheet. Edit and update data values. • Create certain types of charts. • Online simulation assignment
	9	<p>Midterm project</p> <ul style="list-style-type: none"> • Create folders, an Excel work sheet, and a Word document.
	10-14	<p>MS Access</p> <ul style="list-style-type: none"> • Access Chapter 1- Introduction to Access • Access Chapter 2 – Tables and Queries in Relational Databases • Access Chapter 3 – Using Queries to make Decisions • Access Chapter 4 – Creating and using Professional Forms and Reports <p>Assignments/Quizzes</p> <ul style="list-style-type: none"> • Create a basic database using Access with tables, queries, forms and reports. • Update the datasets and the database system. • Online simulation assignment
	15	<p>MS PowerPoint</p> <ul style="list-style-type: none"> • PowerPoint Chapter 1 - Introduction to PowerPoint • PowerPoint Chapter 2 – Presentation Development • PowerPoint Chapter 3 – Presentation Design • PowerPoint Chapter 4 – Enhancing with Multimedia • Final overview <p>Assignments/Quizzes</p> <ul style="list-style-type: none"> • Create a PowerPoint presentation that explains a specific subject.
	16	<p>Final term project and Exam.</p>

	<ul style="list-style-type: none"> • Online (MyITLab) exam That includes questions about all of File management, MS Windows Operating System, MS Word, MS Excel, and MS Access. • Create a complete project of Word, Excel, and Access files. <p>This calendar may change; any updates will be posted in Learning web or/and Canvas online. You are responsible for obtaining and reading any updated course calendars. Semester holidays and breaks: Martin Luther King , Jr. -Observance (Monday, January 21, 2019), President's Day (Monday, February 18, 2019), Spring Break (Monday, March 11 – Sunday, March 17, 2019), Spring Holiday (Friday, April 19, 2019).</p>
<p>Instructional Methods</p>	<p>Class Platform: This is a Web-Enhanced class and is offered both in-classroom and online. Practices, exercises, assignments, projects, exams, online discussion, emails, team works, or lecture will be conducted using Eagle Online and MyITLab (in addition to other platforms based on individual teachers).</p> <p>As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of study, learning industry standards to apply in future jobs, and organizing and monitoring the field experience that allows you to connect the information that you learn in this course to the real world of information and business technology.</p> <p>As a student wanting to learn about the field of study, it is your responsibility to follow the instructions, submit assignments on the due dates, have the textbook, create projects, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of information technology.</p> <p>As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from course materials, eagle online instructions, and MYITLAB simulation.</p>
<p>Student Assignments</p>	<p>Assignments have been developed to enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your career. Students will be required to successfully complete the following:</p> <p>In-classroom assignments:</p> <ol style="list-style-type: none"> 1- Create a simple document using MS Word, 2- Create a spreadsheet and data related charts using MS Excel, 3- Create a basic database file using MS Access, 4- Create a presentation file project using MS PowerPoint.



	<p>5- Midterm project that includes Windows file management, Word, and Excel.</p> <p>Online MyITLab assignments:</p> <p>6- MS Windows features and file management simulation, 7- MS Word simulation, 8- MS Excel simulation, 9- MS Access simulation, 10- Final term comprehensive exam.</p> <p>Online Canvas discussions:</p> <p>11- Introduction of student BIO post 12- Syllabus quiz 13- A discussion of MS Word 14- A discussion of MS Excel 15- A discussion of MS Access 16- A discussion of MS PowerPoint</p>										
<p>Student Assessment(s)</p>	<table border="0"> <tr> <td>In-Classroom Assignments</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>On-Line MyITLab Assignments</td> <td style="text-align: right;">45%</td> </tr> <tr> <td>On-Line Canvas Discussions</td> <td style="text-align: right;">5 %</td> </tr> <tr> <td>Midterm project</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Final term online Exam</td> <td style="text-align: right;">20%</td> </tr> </table>	In-Classroom Assignments	20%	On-Line MyITLab Assignments	45%	On-Line Canvas Discussions	5 %	Midterm project	10%	Final term online Exam	20%
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<p>Instructor's Requirements</p>	<p><u>As your Instructor, it is my responsibility to:</u></p> <ul style="list-style-type: none"> • Provide the grading scale and detailed grading formula explaining how student grades are to be derived • Facilitate an effective learning environment through class activities, discussions, and lectures • Description of any special projects or assignments • Inform students of policies such as attendance, withdrawal, tardiness and make up • Provide the course outline and class calendar which will include a description of any special projects or assignments • Arrange to meet with individual students before and after class as required • Flash drive is required to store your student data files and assignments. Students need to have a 128MB or larger flash drive by the second day of class. <p><u>To be successful in this class, it is the student's responsibility to:</u></p> <ul style="list-style-type: none"> • Attend class and participate in class discussions and activities • Purchase a new copy of the textbook of this course. • Write notes of the instructions are provided by the instructor. • Read and comprehend the web enhanced provided materials. • Complete the required assignments and projects. • Ask for help when there is a question or problem 										

	<ul style="list-style-type: none"> Keep copies of all paperwork, including this syllabus, handouts and all assignments information. 								
<p>Instructor Grading Criteria</p>	<p>Your instructor will conduct assignments, projects, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus and/or online websites that will improve your performance.</p> <p>All grading criteria of the in-classroom assignments, midterm project, and final term exam are provided on Canvas.</p> <p>Students will be able to review their final grades in-classroom after completing the in-classroom assignments.</p> <p>Attendance is must. <i>Late in-classroom assignment will not be accepted after the submission date unless student approve a practical reason of that why he/she did not submit it in time. Extra points might be given for students are recognized with good in-classroom participation. Final grade of online MyITLab late assignments will be deducted by 5% for each day after the assigned submission date.</i></p> <p>The main grading criteria of the course:</p> <table border="0"> <tr> <td>In-classroom and MyITLab online Assignments</td> <td>65% of your final grade</td> </tr> <tr> <td>Online Canvas discussions</td> <td>5% of your final grade</td> </tr> <tr> <td>Midterm Project</td> <td>10% of your final grade</td> </tr> <tr> <td>Final Term Exam</td> <td>20% of your final grade</td> </tr> </table>	In-classroom and MyITLab online Assignments	65% of your final grade	Online Canvas discussions	5% of your final grade	Midterm Project	10% of your final grade	Final Term Exam	20% of your final grade
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<p>Required Textbook Bundle</p>	<p>Students need to purchase a new copy of the following textbook.</p>  <p>Text Book is (Must): Exploring Microsoft Office 2016, Volume 1 By Poatsy, Mulbery, Krebs, Hogan, Cameron, Davidson, Lau, Lawson, Williams © 2017 by Pearson Education, Inc. ISBN ISBN 13: 9780134526454</p> <p>This Textbook bundle will include the following (2) items:</p> <ol style="list-style-type: none"> (1) Office 2016 book (2) Required MyITLab access code <p>This is a custom bundle for Houston Community College. Use the above ISBN to purchase the bundle from the HCC bookstore, which will automatically include (i) a spiral bound office textbook, and (ii) the MyITLab (MIL) access code.</p>								

	<p>This textbook bundle must be purchased from an HCC bookstore (or directly from the publisher). The textbook can be purchased from the bookstore at approximately \$120/used or \$160/new (though this price may change). In addition to the Eagle Online website, students will be accessing an additional website during this course, the MyLab IT website. You will need the MyLab IT Access Code found in the book bundle to access MyLab IT.</p> <p>In addition to the Eagle Online website, students will be accessing an additional website during this course, the MyITLab (MIL) website. You will need an MIL Access Code to setup MIL as listed above. This is found in your textbook bundle (if purchased from HCC). If you are sharing a textbook, or if you did not purchase your book from HCC (or directly from the publisher), you will have to purchase the MIL Access Code separately for approximately \$99. More information on this in the second module of our course.</p> <p>In addition to the MIL access code, the students need the MIL Course ID to enroll in our MIL section. This MyITLab Course ID should be provided by your instructor.</p>
<p>Instructional Required Materials</p>	<ol style="list-style-type: none"> 1. Textbook: You must purchase the textbook from an HCC bookstore as stated above. In addition, you must obtain the book as soon as possible (first week preferably) or you may fall behind. 2. Access to Office 2016 or Office 365 (Word, Excel, PowerPoint and Access): This may be downloaded from your HCC email (Note: Mac Users will not be able to download Access). 3. In addition to the MyITLab Access code discussed above, the instructor will supply you with a MyITLab <u>Course</u> ID to enroll in our MyLab IT section. You do NOT need to purchase this courseID. The instructor will provide this to you. 4. Flash drive of a 128MB or larger flash drive is required for on-campus students by the second day of class. We will use this flash drive to store your student data files and assignments. It is recommended for online students to use a flash drive for portability and security of their data. <p>MyLab IT Access ID: In your book bundle MyLab IT Course ID: Provided by your instructor MyITLab website: https://www.pearsonmylabandmastering.com/northamerica/myitlab/ Microsoft Office: Download from HCC email site</p> <p>* If MyLab IT COURSE ID is not listed here, check the Announcements and/or main website page once you log into our Eagle Online course). For any other requirements please check Canvas online course web page.</p> <p>Note: The MyLab IT software will be able to detect if students submit a file that was downloaded from another account.</p>



Syllabus Modifications	The instructor reserves the right to modify the syllabus, course requirements, assignments, homework, grading procedures and any other related policies as changes take place during the semester. However, proper verbal notice will be given to students in the class.																				
HCC Grading Scale:	<p>The HCC grading scale is:</p> <table border="0"> <tr> <td>A = 100 – 90</td> <td>4 points per semester hour</td> </tr> <tr> <td>B = 89 – 80</td> <td>3 points per semester hour</td> </tr> <tr> <td>C = 79 – 70</td> <td>2 points per semester hour</td> </tr> <tr> <td>D = 69 – 60</td> <td>1 point per semester hour</td> </tr> <tr> <td>59 and below = F</td> <td>0 points per semester hour</td> </tr> <tr> <td>FX (Failure due to non-attendance)</td> <td>0 points per semester hour</td> </tr> <tr> <td>IP (In Progress)</td> <td>0 points per semester hour</td> </tr> <tr> <td>W (Withdrawn)</td> <td>0 points per semester hour</td> </tr> <tr> <td>I (Incomplete)</td> <td>0 points per semester hour</td> </tr> <tr> <td>AUD (Audit)</td> <td>0 points per semester hour</td> </tr> </table> <p>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.</p> <p>To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP", "W", "AUD", "COM" and "I" do not affect GPA.</p> <p>Incompletes The grade of "I" (Incomplete) is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation.</p>	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 point per semester hour	59 and below = F	0 points per semester hour	FX (Failure due to non-attendance)	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
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Attendance	<p><u>Attendance and Withdrawal Policies</u></p> <p>Students are expected to attend all the theory lectures, participate in tests or quizzes and perform their assignments, home-work and laboratory tasks (if applicable) or when necessary. Any student, who is absent more than 12.5% of the class and lab combined, will be told to withdraw from the course. See the student handbook, Course Schedule, or Catalog for details. Drops and withdrawals are the student's responsibility. (The instructor will not be responsible for drops or withdrawals).</p> <p>Based on the State Funding rules for spring and fall semesters attending to the class for the first two sessions are mandatory. For summer semesters all students must attend to the class for the first day. Students who don't follow these rules will automatically be dropped from the course.</p>																				
HCC Policies	<u>HCC Policies</u>																				

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) 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. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/ecls3-evaluate-your-professors/>

Campus Carry Link

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

<http://www.hccs.edu/departments/police/campus-carry/>

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](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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 <http://www.hccs.edu/support-services/disability-services/>

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
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

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/>

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is



	<p>provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.</p> <p><u>Libraries</u> 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 http://library.hccs.edu.</p> <p><u>Supplementary Instruction</u></p> <p>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 http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.</p>