



# Intro. to Computer Technology-21224

## CPMT-1303

RT 2022 Section 0001 3 Credits 01/18/2022 to 05/15/2022 Modified 02/14/2022

### Course Meetings

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#### Course Modality

Hybrid Lab-based (HL) course that meets safely 50% face-to-face (In Person) and 50% virtually (Asynchronous Online Activities).

#### Meeting Days

Wednesday

#### Meeting Times

2:00PM - 4:50PM

#### Meeting Location

Alief - Hayes Rm B141

### Welcome and Instructor Information

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#### Instructor: Ms. Khansaa Almansor

Email: [khansaa.almansor1@hccs.edu](mailto:khansaa.almansor1@hccs.edu)

Office: 555 Community College Dr., Houston TX 77013, Science Tech Building, Room 100

Phone: 713-718-2131

Website: <https://learning.hccs.edu/faculty/khansaa.almansor1> (<https://learning.hccs.edu/faculty/khansaa.almansor1>)

#### What's Exciting About This Course

This course is so exciting because it teaches all the bases to start create and edit your own letters, resumes, labels, and all kinds of word documents. Also, how to create, edit, and calculated automatically all kinds of workbook excel data. It teaches how to create your PowerPoint presentations, and access database with all kinds of tables, queries, forms, and reports. It teaches you to use business Microsoft office applications.

#### My Personal Welcome

*Welcome to your CPMT 1303 - Introduction to Computer Technology course!*

My name is Khansaa Almansor, and I'm so glad to be your instructor for the course. I am looking forward to working together, and getting the semester started strong.

**Contacting me:** 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 am available to hear your concerns and to discuss course topics. So please set appointment by email and set up a virtual meeting through Canvas-WebEx if necessary and I would be more than happy to discuss your concerns.*

## Preferred Method of Contact

It is preferred to contact through email/Canvas inbox.

## Office Hours

Office visit/Online meeting

Monday, Tuesday, 10:00 AM to 12:00 PM, 555 Community College Dr., Houston TX 77013, Science Tech Building, Room 100

Please schedule an appointment before you visit me in my office. For online meeting, please follow the directions to schedule an online WebEx meeting through Canvas.

## Course Overview

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### Course Description

A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

### Requisites

MATH 0312 or Department Approval.

### Department Website

[Global Energy Department \(https://www.hccs.edu/centers/global-energy/\)](https://www.hccs.edu/centers/global-energy/) - [Electronics Engineering Technology Program \(https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/electronics-engineering-technology/\)](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/electronics-engineering-technology/)

## Core Curriculum Objectives (CCOs)

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The Electronics Engineering Technology Program is committed to teaching and community service in support of the mission of the College. The major goals are to support the mission and to provide the highest quality educational experience and training in Electronics Engineering Technology so individuals will:

- Be well educated in the basic principles of their discipline, including the ability to analyze systems, interpret data, and present results.
- Possess the state of the art knowledge in the discipline, including the ability to design and conduct experiments.
- Demonstrate strong communication skills, able to work in teams, and understand professional and ethical responsibility.
- Be knowledgeable of current Technologies and recognize the need to engage in a lifelong learning.
- Be able to integrate mathematics, science, humanities, and social sciences into their primary work.
- Manage time, and take pride in professional quality of work.

## Student Learning Outcomes and Objectives

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### Program Student Learning Outcomes (PSLOs)

Upon graduation, students will have achieved the following outcomes in support of ABET accreditation.

- 1) an ability to apply knowledge, technique, skills, and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline;
- 2) an ability to design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline;
- 3) an ability to apply written, oral, and graphical communication in well-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature
- 4) an ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results; and

5) an ability to function effectively as a member of a technical team.

## Course Student Learning Outcomes (CSLOs)

The student will be able to:

1- Define terms, expressions and phrases associated with computers.

2- Use basic commands in various applications.

## Student Learning Objectives (SLOs)

Students who complete this course will be able to:

1- Define terms, expressions and phrases associated with computers.

1.1. Explain computer hardware and software terms and expressions.

2- Use basic commands in various applications.

2.1. Use a popular Computer Operating System (Windows 10) to manage, create, and update different types of files and folders.

2.2. Use a popular Word processor, Word to create, edit, and print documents.

2.3. Use a popular Spreadsheet, Excel to create, edit, and print data tables and charts, and to apply equations and expressions to calculate numeric data.

2.4. Use a popular Presentation Software Program, PowerPoint to create and edit presentations files.

2.5. Use a popular Database Software program, MS Access to create and edit database tables, queries, forms, and reports.

## Departmental Practices and Procedures

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The Electronics Engineering Technology program requires a focus specialization in one of the following areas to complete the AAS degree: Biomedical Electronics or Computer Engineering Technology.

The AAS in Electronics Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, [www.abet.org](http://www.abet.org)

The Department of Electronics Engineering Technology is committed to prepare technical careers for a changing technological society. The Mission of the Electronic Engineering Technology Department is to provide educational and training opportunities to individuals so that they may achieve their highest potential for employment in the field of Electronics. This is accomplished by providing a curriculum in Electronics Engineering Technology consistent with the mission of the Houston Community College System in cooperation with business and industry.

For more information, please visit the program website by clicking [here \(https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/electronics-engineering-technology/\)](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/electronics-engineering-technology/)

## 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 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

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Purchase all the tools, materials, and circuit kits to complete the projects are required in 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
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

## Instructional Materials and Resources

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### Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

MindTap simulation Access is required

### Textbook: Illustrated Microsoft® Office 365 & Office 2016: Introductory

**Author:** David Beskeen, Carol M. Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding

**Publisher:** Cengage Learning

**Edition:** 1st Edition

**ISBN:** 9781305876026

**Optional**

**Availability:** Inclusive Access - Online

**Price:** \$120.99

The hard copy of the textbook is an optional. The electronic copy is included with MindTap.

### MindTap Access (Must, E-Textbook is included)

MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what is important.

**Availability:** Inclusive Access - First Day

**Price:** \$120

Access to Online MindTap will provide you with an electronic copy of the textbook. The bundle regular price from Cengage website is \$120 for 6 months (However, you can choose Cengage unlimited at \$120 to get unlimited access to Cengage full library). The First Day inclusive access option price is \$120.

**Registration:**

1. Through Canvas HCC online system using Getting started with Cengage link.
2. Follow the prompts to register your MindTap course.

**Payment/ First Day (Inclusive Access):**

To enhance your learning experience and provide affordable access to the right course materials, this course is part of the HCC Textbook Savings program that provides inclusive access to course materials. You can easily access the required materials for this course at a discounted price, and you will benefit from single sign-on access with no codes required in Canvas.

Your Houston Community College student account was billed for these materials at the time of registration. You may choose to opt-out prior to Census Date, but you will then be responsible for purchasing your course materials at the offered retail price. The

opt-out process would be for students who already have an access code because they are repeating the course or already purchased materials. Students who opt out will receive a credit to their student account within two weeks of the official day of record from the Bursars Office. The Official Day of Record for this term is **01/31/2022**. Please opt out before that date if you don't like the eText or if you already have the course materials, repeating the course or have extended access to the course materials already from a previous purchase, or for any other personal reason.

## Computer and MS Office applications

- Students must have access to personal or laptop computer with operating system Windows 7 or later version and MS Office 2016 or later version to complete the required projects and homework assignments. If student does not have a personal computer, then he/she can use the library computers. Microsoft Access does not work only on Windows OS. So all the students must have access to a windows operating system based PC/Laptop to complete all the online MindTap assignments.

**Note:** All HCC's students have free access to Office 365 through HCC email.

## ✓ Course Requirements

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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 as a technician. All assignments and exams will be submitted online through Cengage MindTap platform. Students will be required to successfully complete assignments relate to the following:

### **MindTap SAM's projects and Exams online assignments:**

- MS Windows file management and internet explorer.
- MS Word documents.
- MS Excel workbooks and datasheets, tables, formulas, format, and charts.
- MS Access database files, tables, queries, relationships, forms, and reports.
- MS PowerPoint presentations, slides, and PP show.

### **MindTap Capstone project assignments:**

- MS Word Capstone online MindTap project.
- MS Excel Capstone online MindTap project.
- MS Access Capstone online MindTap project.
- MS PowerPoint Capstone online MindTap project.

### **Midterm Exam:**

MindTap online SAM Exam based test that should be done during the test given time. The test is all about using MS Windows file management, internet exploring, MS Word, and MS Excel.

### **Final Exam:**

MindTap online SAM Exam based test that should be done during the test given time. The final term test is covering MS Windows file management, internet exploring, MS Word, MS Excel, MS PowerPoint, and MS Access.

### **Proctored Testing**

This course does not have exams that are taken in the testing centers.

### **Grading assignments:**

Grading the online MindTap assignments should be automatically by MindTap simulation system and it takes minutes to be synchronized to Canvas grade book (Sometimes due to updating and technology errors it might takes up to one day for grades to be synchronized from MindTap to Canvas grade book).

The final grade of the class will be calculated as the following:

## Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Projects Exams	20%	Capstone Projects Assignments	Capstone projects are one session's limited period of time based assignments
Projects and Exams	40%	SAM's projects and Exams assignments average	SAM's projects are multi sessions unlimited period of time based assignments while SAM's exams are one session's unlimited period of time based assignments
Mid Exam	15%	Midterm test Exam	A limited time one session based assignment (SAM's Exam).
Final Exam	25%	Final Term test Exam	A limited time one session based assignment (SAM's Exam).

## \* Instructor's Practices and Procedures

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### 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

All the assignments will be completed online. Late assignment might not be accepted after two weeks from the submission date of that assignment.

### Student Conduct

It is important to always act in a professional manner. Good behavior and language are expected. Always, communicate well by using clear, concise, and direct statements. Ask for permission before moving or using any lab equipment, materials, or tools. Collaborate with the instructor and other students.

### Attendance Procedures

Attendance is required. This is a Lab-Based Hybrid Course which required 50% attending in person to the classroom and 50% showing online activities.

*Extra points might be given for students are recognized with good attendance and participation.* Participation means engagement in class discussions and ungraded quizzes and assignments.

### Instructor's Course-Specific Information

Your instructor will conduct exams and projects 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.

Students will be able to review their final grades after completing the assignments. All assignments will be graded automatically on MindTap, and feedback provided at completion time. Grades of all assignments will be posted on Canvas within one day.

### 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/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>  
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

### Faculty Statement about Student Success

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 computer technology, 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 engineering technology.

As a student wanting to learn about the field, it is your responsibility to follow the instructions, submit assignments on the due dates, and enjoy yourself while experiencing the real world of computer engineering technology.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend most of the class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor.

## 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

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### 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

Grade	Grade Interpretation	Grade Points
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/>)

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 \(https://www.hccs.edu/email\)](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/eoo> (<https://www.hccs.edu/eoo>)

### 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) (<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>)

## 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<sup>3</sup> ([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<sup>3</sup> 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>)

# 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.

## Student Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/tutoring\)](https://www.hccs.edu/tutoring) website for services provided.

### 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 \(https://library.hccs.edu/\)](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 \(https://www.hccs.edu/supplemental-instruction\)](https://www.hccs.edu/supplemental-instruction)

### Resources for Students:

[https://www.hccs.edu/covid19students \(https://www.hccs.edu/covid19students\)](https://www.hccs.edu/covid19students)

### Basic Needs Resources:

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

### Student Basic Needs Application:

[https://www.hccs.edu/basicneeds \(https://www.hccs.edu/basicneeds\)](https://www.hccs.edu/basicneeds)

## COVID-19

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

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

## 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.

## Course Calendar

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### 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.

#### 16 Week Calendar / Regular Start / Tentative Calendar

When	Topic	Notes
Week #1	Introduction	Introduction Understanding essential computer concepts - Concepts 1-25 Getting started with Windows 10 - Windows 1-19 Getting started with Internet explorer 10 - Internet 1-17 Understanding files managements - Windows 25-43
Week #2	Word	Creating Documents with word 2016 - Word 1-17 Editing Documents - Word 25-41
Week #3	Word	Formatting texts and paragraphs - Word 49-67 Formatting Documents - Word 77-95
Week #4	Word	<b>Word Capstone Project - Word Modules 1-4</b>
Week #5	Excel	Getting started with Excel 2016 - Excel 1-17 Working with formulas and functions - Excel 25-41
Week #6	Excel	Working with charts - Excel 79-95 Integrating Word and Excel - Integration 1-11
Week #7	Excel	<b>Excel Capstone project - Excel Modules 1-4</b>

When	Topic	Notes
Exam Week #8	Midterm Exam	Midterm MindTap SAM's exam Test -Windows, Word, and Excel
Week #9	Access	Getting started with Access 2016 - Access 1-17 Building and using queries - Access 27-43
Week #10	Access	Using Forms - Access 53-69
Week #11	Access	Using Reports - Access 79-95 Integrating Word, Excel, and Access - Integration 17-27
Week #12	Access	Access Capstone project - Access Modules 1-4
Week #13	PowerPoint	Creating a presentation with PowerPoint 2016 - PowerPoint 1-17 Modifying a presentation - PowerPoint 25-41
Week #14	PowerPoint	Inserting objects into a presentation - PowerPoint 49-65 Finishing a presentation - PowerPoint 73-89
Week # 15	PowerPoint	PowerPoint Capstone project - PowerPoint Modules 1-4
Week #16	Final term exam	Final term MindTap SAM's exam Test All applications and contents except PP

## Additional Information

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### Departmental/Program Information

[Electronics Engineering Technology Website](#)

### 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:

Mr. Sazar A Ali

Chair, Global Energy Center of Excellence,

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