Business Computer Applications-20162

BCIS-1305

RT 2021   Section 02   3 Credits   08/23/2021 to 12/12/2021   Modified 08/21/2021

🕐 Course Meetings

Course Modality

Online Schedule Meeting time

(Although this class is In-Person, it will be offered as an Online on a Schedule), fully online course with virtual meetings at scheduled dates and times for the first 4 weeks of the semester.)
In-Person (P): Safe, face-to-face course with scheduled dates and times

Meeting Days

Tuesdays (After the first 4 weeks of the semester)

Meeting Time

2:00 PM-4:50 PM (After the first 4 weeks of the semester)

Meeting Location

Hayes Campus Room B142

(Due to this pandemic we will meet online for now)

👤 Welcome and Instructor Information

Welcome to BCIS, Business Computer Applications. My name is Mahin Zareian. I'm delighted that you have chosen this course!

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, makeup, 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 (mahin.zareian@hccs.edu). The best way to really discuss issues is in-person. I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a solid understanding of the Microsoft Office products, so please visit me, or contact me by email, whenever you have a question.

Prerequisites and/or Co-Requisites

Must be at college-level skills in reading, writing and math. Must be familiar with the basics of word processing and file management (e.g., know how to copy and move files and folders). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Canvas Learning Management System

This section of BCIS1305 will use Canvas (eagleonline.hccs.edu) and/or MyLab IT (myitlab.com) for all assignments, exams, and activities. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

Instructor: Professor Mahin Zareian

Email: Mahin.Zareian@hccs.edu
Office: Online as needed
Website: https://learning.hccs.edu/faculty/mahin.zareian (https://learning.hccs.edu/faculty/mahin.zareian)

What's Exciting About This Course

Microsoft Office applications are commonly used in the workplace and academia. Many of us are already familiar with the standard features of Word, Excel, PowerPoint and/or Access, but few are privy to the shortcuts and advanced features that can take your productivity to another level. Becoming well-versed in Excel, for example, can make you more productive and confident. Knowing Word's advanced features can transform your document from bland to eye-catching. Students often say, "When will I ever use this again"? I assure you that everyone will learn something new in this course that you will use throughout the rest of your education and career.

My Personal Welcome

Welcome to the course! BCIS, Business Computer Applications. My name is Mahin Zareian. I'm delighted that you have chosen this course!

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.

Preferred Method of Contact

I will respond to emails within 24-hours, Monday through Friday; I will reply to weekend messages on Monday mornings. Please use the Eagle Online (Canvas) Inbox tool to send me emails.

Office Hours

Online by appointment Only

🖥️ 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

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.

You do not need to purchase a textbook for this class as your Houston Community College student account was already billed for these materials at the time of registration and the price is guaranteed to be the lowest cost available for your required materials.

It is NOT recommended that you opt-out of these materials, as they are required to complete the course. You may choose to opt-out prior to Census Date, but you will then be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. The opt-out process would be for students who already have an access code because they are repeating the course.

For those opting OUT of the Inclusive Access program, the information for the textbook is:

Exploring Microsoft Office 2019 Introductory, 1/e + MyLab IT w/ Pearson eText ISBN: 9780135768907

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 by purchasing our textbook from the HCC bookstore or the myitlab.com website. When registering you will need:

- a MyLab IT *Access code (in Canvas under* _First Day(Inclusive Access)_ *link)* and
- a MyLab IT *Course ID (provided to you by your instructor)*

More information is provided in the second module of the course.

Temporary Free Access to MyLab IT

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 for the student and instructor to access previous work.

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.

Temporary Free Access to E-Book

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 for the student and instructor to access previous work.

Other Instructional Resources

Other Instructional Resources

HCC Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services 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 http://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 http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Inclusive Access Example:

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

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

Eagle Online Assignments and PROJECT

The first module of the course instructs students to upload an assignment via Eagle Online. This is to ensure that students are familiar on how to upload files into Eagle Online.

An integrated project will be assigned in this course. The project will require you to use Word, Excel, & PowerPoint. The final project will be submitted into Eagle Online Canvas. You must have access to these applications in order to complete the project.

MyLab IT Assignments

Each module within our Canvas course will contain detailed assignment instructions so that students will understand the specific requirements for that module. When MyLab IT assignments are required, students will go to http://myitlab.com to complete the assignment.

There are three types of assignments found within MyLab IT:

- <u>Trainings</u>: These are simulations. Office is not required on your PC/Mac to complete these exercises. Trainings are NOT graded, though they are highly recommended as they prepare students for the Simulation Exams.
- <u>Simulation Exams</u>: These are also simulations. These are completed for a grade. Students will have three attempts. These are simply assignments, not exams.
- <u>Grader Projects</u>: These are also completed using MyLab IT. Students will download files and instructions and use their own copy of Microsoft Office to complete the assignments. The files are then uploaded back into MyLab IT for automatic grading. These assignments have unlimited attempts. **MAC users may find a slight difference with the software, but for the most part, it will work.**
- Please keep in mind that not all assignments are completed using MyLab IT. Students should always read the Assignment Instructions located in the specific modules within Eagle Online Canvas.

Discussions

Students will be required to complete Discussion assignments by answering the discussion prompts. These will be completed in Canvas, for *each* module. They should be completed immediately after completing the above assignments.

Quizzes

Quizzes are short assessments administered online (on Canvas) each consisting of a set of multiple-choice or true/false questions, covering material in one module. At this time, only the first and last module in this course contain a quiz.

Exam(s)

This course will contain three exams: a Word exam, and Excel exam, and a comprehensive Final Exam.

Final Exam Review

A final exam review has been provided for you. Completing the review is essential in achieving success on the final exam. More information in the final module of the course.

Final Exam

The final exam will be administered online. The Final exam is scheduled for: TBA

Make-up exams will be given *only* in cases of extenuating circumstances. Extenuating circumstances are **unexpected and unavoidable** situations such as hospitalization or auto accident. They don't include forgetting about the date of the exam, busy work schedule, etc. You would need to provide documentation to your instructor as soon as possible after the missed

assignment/assessment for consideration. Extenuating circumstances will be evaluated by your instructor on a case by case basis. It is your responsibility to contact your instructor with documentation of your situation as soon as possible, schedule a makeup exam, and submit the proper documentation to the department. All missed grades will be recorded as zeros.

Grading Formula

Category	Weight
EO Quizzes	10 %
EO Assignments/Project	10%
EO Discussions (Class Participation)	10%
MyLab IT Simulations and Graders	40 %
Exam(s)	30 %

Grade	Total Points
A	90+
B	80-89.9
C	70-79.9
D	60-60.9
F	< 60

HCC Grading Scale can be found on this site under Academic Information:

http://www.hccs.edu/resources-for/current-students/student-handbook/

✳ 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

I am going to drop the lowest exam other than your Final exam. So, there won't be any makeup exam unless there is special case which you are required to have documentation of an emergency to be allow a make-up. Make-up exam is not a retake.

Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details. Students may ask questions to other students, to me, 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 be referred to the Dean of Student Services. **Note: The MyLab IT software will be able to detect if students submit a file that was downloaded from another account.**

Click on the link to view HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures

1. On-campus students may be withdrawn if the student is absent for more than 12.5% of class. See the Student Handbook for more information.
2. Online students may be withdrawn before the Official Day of Record, if they have not logged in or shown sufficient participation. See the Online Student Handbook for more information.
3. As an Online section of this course, you must make satisfactory progress in this course. Students may be withdrawn if the student misses turning in assignments (Labs, quizzes, or discussions) that total to more than 12.5% of the course work prior to the Final Exam.
4. Contact your instructor if you are having a problem.
5. If you decide to quit participating in the course before the Last Day for Administrative/Student Withdrawals, you may withdraw yourself, or ask the instructor to withdraw you, or in some cases the instructor may withdraw you without your approval if you have not attended and participated. Talk to you instructor for details.
6. After the withdrawal date deadline, the instructor is not able to withdraw you.

For complete information regarding Houston Community College's policies on attendance, please refer to the Attendance Policy under Academic Information in the HCC Student Handbook .

Student Conduct

Two simple rules: (1) Students should be respectful to everyone in the classroom. (2) Students should come to class <u>on-time</u>, prepared, and ready to learn.

Instructor's Course-Specific Information

WHERE DO I BEGIN?

1. **IF YOU ARE IN AN ONLINE SECTION:** Some of the sections will require you to complete an online orientation. Not all the sections will require it. Go to http://www.hccs.edu/online/ to see if your section is listed:
   - Click on **Student Support** under HCC Online Services
   - Click on **Online Course Information** under Important Information
   - Click on the Semester link of your choice

- Search for this course by choosing *Computer System Networking* or by entering the appropriate *CRN* number
- Locate the course you have enrolled and click the *Course Information* link
2. **TO ACCESS OUR COURSE** go to http://eagleonline.hccs.edu.
    - Alternatively, you may go to http://www.hccs.edu. If you don't see the **MyEagle Student Sign-in** link at the top of your screen, scroll down to *College Links* (bottom right column) to select **Student Sign-in**, and then select *Eagle Online Canvas*.
3. **READ THE MAIN PAGE OF OUR CLASS WEBSITE** and then click on **MODULES**. Start with the first module, read each link in the module, and proceed to the second module.
4. Always check the class website AT LEAST twice a week.
5. **REVIEW THE TEXTBOOK BUNDLE INFO**
6. **DOWNLOAD OFFICE** IF you do not already have Word, Excel, PowerPoint. More information is located in the second module of this course.
7. **IF YOU DO NOT LIVE IN THE HOUSTON AREA,** please notify your instructor immediately.
8. **PRINT OUT THE COURSE CALENDAR** found in this syllabus. Mark off each assignment as completed. This will help you stay on schedule.
9. **THE EAGLE ONLINE 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. YOU WILL NEED TO KNOW THIS USER ID AND PASSWORD WHEN YOU COME TO TAKE THE FINAL EXAM!!

- **THE MYLAB IT USER ID** is another account you will create to work on your course assignments. More info. will be posted in your course module in canvas.

11. Make note of your Eagle Online and MyLab IT account and password. You will need this information for the final exam. Many students have the PC automatically log them in and then are unable to log into the applications on other PCs.

12. **EMAIL ME VIA THE EAGLE ONLINE INBOX TOOL.** If you cannot access the Eagle Online (Canvas) Inbox tool, you may send me a message via your normal email provider to mahin.zareian@hccs.edu, making sure to add your NAME and COURSE and CRN *in the Subject line. Emails received without this information will not be answered.*

- **EAGLE ONLINE TECHNICAL HELP** Go to http://hccs.edu/online and click on **Technical Support** and then on **Eagle Online Technical Support**. It lists the support methods available:
    - The recommended way to get support is to complete the form under the **Student Help Form**
    - Technical Support number: 713-718-5275, option 3
    - IT Password Reset number: 713-718-8800, option 1

- **MYLAB IT TECHNICAL HELP** Go to http://myitlab.com and under Students, click Support, Visit Pearson Support, and then Contact Us. You can also go here: https://support.pearson.com/getsupport/s/contactsupport

15. **POP Ups** If a pop-up is blocked, you will need to set your pop-up blocker to allow pages from our Eagle Online and MyLab IT sites. More information is located in the first module of the course. Do this before beginning the course as many of the early links in the course are pop-ups!

- The hardest part of this course is completing all the work on-time. Do not procrastinate. Work ahead! Have fun!

Devices

Two simple rules when on-campus: (1) Cellphones should not be used during class. (2) Do not use the classroom computers for non-course activities during lectures.

When on-line: (1) Do not send or receive pictures of exams, homework or solutions to/from other students using an electronic device.

Faculty Statement about 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 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
- Participating in class activities

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

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

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.

🏛️ HCC Policies and Information

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 Student Handbook

Here's the link to the HCC Student Handbook https://www.hccs.edu/resources-for/current-students/student-handbook/ (https://www.hccs.edu/resources-for/current-students/student-handbook/)   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/resources-for/faculty/student-conduct-resources-for-faculty/ (https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/)

Campus Carry Link

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

https://www.hccs.edu/departments/police/campus-carry/ (https://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 (https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

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

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/support-services/ability-services/ (https://www.hccs.edu/support-services/ability-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 (mailto:Institutional.Equity@hccs.edu)

http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/ (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/ (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/login/ldap (https://eagleonline.hccs.edu/login/ldap)

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/resources-for/current-students/student-handbook/)

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/resources-for/current-students/egls3-evaluate-your-professors/)) 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/resources-for/current-students/egls3-evaluate-your-professors/ (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)

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/resources-for/current-students/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/).

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/resources-for/current-students/supplemental-instruction/ (https://www.hccs.edu/resources-for/current-students/supplemental-instruction/).

Resources for Students:

https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/)

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://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH (https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

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

https://www.hccs.edu/resources-for/current-students/communicable-diseases/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/)

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.

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
	8/24	Introduction to Course: Module (00SH)	X	X	X			
	8/24	Module (01FM) File Management	X			X		
	8/31	Module (02OF) Office Fundamentals (and MyLab IT_	X				X	
	9/7	Module (03W1) Word Chapter 1	X			X		
	9/7	Module (04W2) Word Chapter 2	X			X	X	
	9/14	Module (05W3) Word Chapter 3	X			X		
	9/14	Module (06W4) Word Chapter 4	X			X	X	
	TBA	**Word Exam**						**10%**
	9/21	Module (07E1) Excel Chapter 1	X			X		
	9/28	Module (08E2) Excel Chapter 2	X			X	X	

Date	Module					
10/5	Module (09E3) Excel Chapter 3	X		X		
10/12	Module (10E4) Excel Chapter4	X		X	X	
TBA	**Excel Exam**					**10%**
10/19	Module (11A1) Access Chapter 1	X		X		
10/26	Module (12A2) Access Chapter 2	X		X	*	
11/2	Module (13A3) Access Chapter 3	X		X		
11/9	Module (14A4) Access Chapter 4	X		X	*	
11/16	Module (15P1) PowerPoint Chap 1	X		X		
11/23	Module (16P2) PowerPoint Chap 2	X		X		
11/23	Module (17P3) PowerPoint Chap 3	X		X		
11/30	Module (18PR) Project	X	X			
12/7	Module (19FO) Final Overview	X		X		
TBA	**Final Exam – Word, Excel and Access**					**10%**
	Total (100%) :	**10%**	**10%**	**10%**	**40%**	**30%**

Note: There are no Grader assignments for the Access chapters, only simulations

https://www.hccs.edu/student-experience/events-calendar/

⊞ 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.

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