



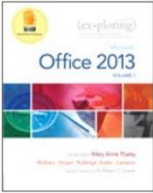
Computer Science Technology Department
Houston Community College
Northwest Region
Department Phone Number: 713-718-6776

BCIS 1405 Business Computer Applications

Course Syllabus

Fall 2016

Instructor	<p>Name: Professor Mahin Zareian Tel: At this time, use email Office: N/A Email: mahin.zareian@hccs.edu Website: http://learning.hccs.edu/faculty/mahin.zareian MyITLab Course ID:</p> <p>NOTE: This course will use Canvas website. You must have the Firefox browser (recommended) for use with Canvas website. You must have the Chrome browser (preferred) for use with MyITLab (MIL) website. You must have the Adobe Reader installed. You must have your browsers set to allow POPUPS from our website! (More info listed below).</p>		
Course Reference Number (CRN)	12279	Course Level:	Beginning
Course Description:	Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet (HTML).		
Course Prerequisite(s)	Must be at college-level skills in reading, writing, and mathematics. Must be familiar with the basics of word processing and file management (e.g., know how to copy and move files and folders).		
Course Semester Credit Hours (SCH) (Lecture, Lab)	Credit Hours 4.0 (Lecture 3, Lab 3)		
Course Location/Times	<p>CRN: 12279 – On-Campus Section Meeting: Tuesday/Thursday 1:00-3:00 PM Spring Branch Campus Room 708 Plus – Delivered via the Internet – 24/7 at your convenience Access course through Canavs Website</p> <p>Class Platform: This is a Web Enhanced class and is offered both in classroom and electronically. Practices, exercises, assignments, projects, exams, online discussion, emails, team works, or lecture in eFormat may be conducted using Canvas, MIL, Cisco Academy Network, or other platforms. Every student who is registered for Web Enhanced class is granted an access to the class through Eagle Online.</p>		

	Delivered via the Internet – 24/7 at your convenience Access course through Canvas Website after completing DE orientation at http://distance.hccs.edu		
Total Course Contact Hours	96		
Instructional Materials (Book and MIL)	 <p>Exploring Microsoft Office 2013, Volume 1 By Poatsy, Mulbery, Krebs, Hogan, Rutledge, Grauer © 2014 Prentice Hall</p> <p>ISBN-10: 0133934047 ISBN-13: 9780133934045</p> <p>This is a custom bundle for Houston Community College including a spiral bound textbook, the MIL access code, and Office 365 (same as Office 2013) 180-Day Trial Access Card Fall 2014. This textbook bundle must be purchased from an HCC bookstore or directly from the publisher @ www.mypearsonstore.com</p> <p>(a) Students will be accessing an additional website during this course, the MyITLab (MIL website). You will need a MIL Access Code to setup MIL. This is found in your textbook bundle (if purchased from HCC or the publisher). If not, you will have to purchase it separately for approximately \$90. More information on this in Topic 5 of our course.</p> <p>(b) In addition, the instructor will supply you with a MIL Course ID to enroll in our MIL section. MIL Course ID: <i>(If it is not listed here, check the Forums once you log into Eagle Online course)</i></p>		
Instructional Methods	On-Campus: Face to Face/Web-enhanced (49% or less) DE: Distance (100%)	Type of Instruction	Lecture/Lab
Course Length (number of weeks)	16 Weeks		

Course Grading Criteria, Instructor's Requirements, and Course Calendar

Instructor Grading Criteria

A - 900 to 1000 points (90% to 100%)
 B - 800 to 899 points (80% to 89.9%)
 C - 700 to 799 points (70% to 79.9%)
 D - 600 to 699 points (60% to 69.9%)
 F - 0 to 599 points (0% to 59.9%)
 OR
 FX – Failed Due to lack of participation

Instructor's Requirements

- Flash Drive:** Required for On-Campus students and you will need a 128MB or larger flash drive by the second day of class. We will use this drive to store your student data files and assignments.
Recommended for Distance Education students to use a flash drive for portability and security of their data.
- TEXTBOOK** – You must purchase the textbook from an HCC bookstore, as the book comes in a bundle with other required information. If you would like to purchase the textbook online, you may purchase it directly from the publisher at www.mypearsonstore.com (use the ISBN number located in the area above as long as you are not using financial aid). More information is covered within Topic 2 of the course, w Eagle Online.

In addition, you must obtain the books during the first week of course, at the latest, by the end of the 2nd week or you will fall very behind. There is a special access code that is supplied with our bundle (that is otherwise \$90) that is used right away!

3. **COMMUNICATION** - Quickmail in Canvas course will be the communication tool to compose email to your instructor. Emails from your instructor will go to your HCC student email account. Make sure to read your HCC email account regularly since your instructor will be using this address to communicate with you. Your emails to me using this Quickmail tool will go to my HCC email address and the system will automatically identify that the email is coming from a particular course. If you send email to me without using the Quickmail tool, then you must put in the proper subject line with the CRN, course name, and your fullname in the format **[CRN 12279-BCIS 1405] YourLastname, YourFirstname**. Any emails received without this information in the subject line will be returned unanswered.
4. **Adequate Windows PC hardware** including a 1 GHz or faster CPU, 1GB or more of RAM, graphics card with 128 MB of memory, 4 GB storage space and handle multimedia items (sound and maybe a microphone [suggested but not required this semester]).
5. **Windows XP – SP2, Window Vista, Windows 7, or Windows 8 Operating System**
6. **Firefox, and Chrome web browser**
Firefox (preferred web browser) to use for Eagle Online – free online at <http://www.mozilla.com>
Chrome (preferred web browser) to use for MIL – free online at <https://www.google.com/intl/en/chrome/browser/>
7. **Adobe Reader software** - free online at <http://www.adobe.com>
8. **High speed Internet access** (DSL or cable - dial up will NOT work)
9. **MIL software** to be used to access simulation exercises at the MIL website (This is provided as part of your textbook when purchasing books via the HCC bookstore or Publisher). You will be given setup instructions in Topic 5 of the course. Make sure you have the access provided to you in your book bundle before beginning enrollment/registration.
10. Make sure you keep track of your two user ids (one for Eagle Online, and another one you will create in Topic 5 for MIL).
11. You must have **administrator rights** to setup the MIL software and the Office 365 (same as Office 2013) trial (if you don't already have loaded).
12. You must have **Office 365** (NOT FREE) software. A 180 day trial version of Office 365 is bundled with your textbook (this includes Word 2013, Excel 2013, Access 2013 and PowerPoint 2013) if you do not have Office 365. AGAIN: **You must have Office 365 on an accessible computer order to complete the assignments. This means that you must have access to Word 2013, Excel 2013, Access 2013 and PowerPoint 2013**
13. You must be **self-motivated** in order to be responsible for completing work on time, and without constant reminders. This class moves at a fast pace and staying ahead of schedule is the key to remaining on track.
14. You must have access to the necessary computer resources stated above. Please note, the network or computer going down the night an assignment is due is **NOT** a valid excuse. Assignments have ample lead time before the Official Due Dates to allow for these types of situations. Start work early and submit your work early and you should not have a problem. If you have internet or computer problems, you must be willing to use other resources, such as the HCC open labs.
15. **STUDENT ATTENDANCE/PARTICIPATION IS MANDATORY:** As a DE section or On-Campus section of this topic, you must make satisfactory progress in this course. Students may be withdrawn if the student misses turning in assignments or quizzes that total to more than 8.5% (which is more than 12.5% of the course work prior to the Final Exam). On-Campus students may be withdrawn if the student is absent from class which is 4 class periods. Contact the instructor if you are having a problem (our course is on a 1000 point scale). If you decide to stop participating in the course before the Last Day for Administrative/Student Withdrawals, you may withdraw yourself, or ask the instructor to withdraw you. After the withdrawal date deadline, the instructor is not able to withdraw you. If you quit participating in the course after the Last Day for Administrative/Student Withdrawals, you will receive an FX for your grade. If you receive an FX as your grade, you may or may not have to return the financial aid. This will apply to all students. Incomplete grades are rarely given. **Some students think they will automatically be withdrawn if they quit participating. That is NOT always the case.**
16. **Please refer to student hand book regarding cheating.** Students may ask questions to other students, to me, or to anyone else. This is how you 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 submitting the same files, and then making minor changes to submit the work as their own, students will receive a 0 on the assignment and may be removed from the class.
17. **Assignments** must be submitted and quizzes taken by 11:55:00 PM (on OUR CLOCK) on the **“Due Date”**. The **“Due Date”** is **the last possible date you can turn in the assignment**. Remember, successful students work ahead and stay ahead by completing the Quizzes.

submitting the assignments before the “Due Date”, but never after the “Due Date”.

18. If you are having problems completing course materials on time (by the “Due Date”), chat with the instructor. If you have over scheduled life (working 40 hours a week and taking 15 credit hours of college instruction), have computer problems (my computer is broke and I do not know when it will get fixed) or don't have a textbook (cannot buy one until payday) – DON'T BE SURPRISED if the instructor suggests you withdraw from the course. In other words, the instructor will expect materials to be submitted by the “Due Date”.

However, under unusual circumstances (death or illness in the family and other items that greatly disrupt your life), the instructor might be willing to accept late materials. But the time to chat with the instructor is when the problem arises not after something is “Due”. Don't wait until the “Due Date” to announce that you have a problem and would like some consideration; again – you might not get much sympathy.

19. The **Final Exam:**

On Campus class will take the exam on Dec 9, Tuesday class time,

One special note: Failing the Final Exam (less than 60%) may cause you to fail the course regardless of what your grades have been on the assignments. Final grade will be determined by the Instructor.

The **DE Final Exam** will cover Word, Excel, and Access. We anticipate that all of the exam will be similar to the MIL assignments. It is on CANVAS BOOK and ON-CAMPUS. There will not be any quiz type questions on the final. **If you do not pass the final, I assume you have not truly mastered the use of the software, thus you will fail the class.**

Canvas and MIL Requirements

Canvas ONLINE DELIVERY OF INSTRUCTION: This course is delivered to the student using Eagle Online (educational delivery software). Basically, the Eagle Online website is where you will go to enter our virtual classroom! The Distance Education site has links to get you access to the correct Canvas Online course area.

Canvas Online USER ID: Your Canvas login user ID will be your HCC User ID (sometimes referred to as the “W” number). All HCC students have a unique User ID. If you do not know your User ID, you can look it up by visiting the HCC home page. If you have never logged into Canvas Online (Moodle) at HCC, the password will be “distance”:

- To log into Canvas, go to <http://distance.hccs.edu> and click on the Course/Go To Class link. **MAKE SURE AND COMPLETE THE ORIENTATION FIRST!**
- [You may click here for extra login help.](#)

Canvas TECHNICAL HELP: Go to <http://distance.hccs.edu> and click on the Canvas Help Desk link. Within Canvas Online course there is also a HELPDESK button located at the top of the course.

POP UP? If a pop-up is blocked, you will need to set your pop-up blocker to allow pages from our Canvas site. *The technical requirements section of the orientation will discuss how to allow pop-ups from Eagle Online. The HELPDESK button will explain this as well, located at the top of the course. Do this before beginning our course as many of the early links in the course are pop-ups!*

MIL: The course materials are available under Canvas Online. However, all students in this course will need to access the <http://www.myitlab.com> website to complete other assignments. This site will require you to setup MIL on your computer. For more information on this within Topic 5 of our course. Chrome is the preferred browser to access MIL.

MIL TECHNICAL HELP: Go to [Student Support Website](#) or you may call the Pearson MIL support line for help at (800) 677-6337 Monday through Friday, Noon to 8PM EST

POP UP? You will also need to allow pop-ups from our MIL site. This is discussed within Topic 5 of our course.

Other Requirements

Meningitis immunization requirement: Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. All students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions, please go to <http://www.hccs.edu/hccs/admissions-registration-center/new-student-general-admission-steps/submit-meningitis-documentation>.

EGLS3 - Evaluation for Greater Learning Student Survey System: At Houston Community College, professors believe that thoughtful feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Course Calendar

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

Canvas assignments are assignments that you will do on your PC and upload into Canvas Online. The points for these assignments are designated below. Not all Topics will have this type of assignment.

MIL Assignments will be done on the MIL website or uploaded into MIL. All your MIL grades (Exams and Grader Projects) will be averaged together. The approx. *points* for MIL assignments are designated below. MIL grades comprise 25% (250 points out of 1000 points) of your final grade.

Looking below we see that, Topics 1 and 2 has both Canvas Lab & Canvas Quiz assignments, Topics 4 & 6, and the last Topic 23 has both Canvas Lab & Canvas Quiz assignment, Topic 5 has Canvas Quiz and MIL Exam, Topic 22 has only Canvas Lab assignment, and all other Topics 7, 9, 11, 13, 15, 17, 19, 20, 21, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100 will have MyIT Exam, while Topic 8, 10, 12, 14, 16, and 18 will also have MyIT Grader Project to complete.

Note: DUE DATE is last possible date assignment can be submitted. It is highly suggested that you submit assignments SOON!

1. Work on MIL through-out the semester
2. All MIL Exams and Grader Projects will comprise 25% (250 points) of your final grade
3. All MIL Assignments due on their due date.

HOLIDAYS and Important Dates:

- Aug 19 – Last Day for 100% Refund
- Aug 22 – Classes Begin
- Sep 5– Labor Day Holiday
- Nov 21-25 Thanksgiving Break
- Oct 4– REMINDER LAST DAY FOR WITHDRAWALS
- Dec 6 Final Examinations

Wk	Class Date	Topics	Due Date	Points (EO2Lab)	Points (EO2Quiz)	Points (MyITLab)	Exams
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1	Aug 23	Become comfortable with the course and complete: Topic 1 (01GS) Getting Started Topic 2 (02IN) Introduction	Aug 28	10 (Forum)	10		
1	Aug 25	Topic 3 (03FM) File Management	Sep 4	50	10		
2	Aug 30	Topic 4 (04CC) Computing Concepts	Sep 4		20		
2	Sep 1	Topic 5 (05MY) MyITLab	Sep 4		15	2.5	
3	Sep 6	Topic 6 (06OF) Office Fundamentals	Sep 11		20		
3	Sep 8	Topic 7 (07W1) Word Chapter 1	Sep 11			13.75	
4	Sep 13	Topic 8 (08W2) Word Chapter 2	Sep 18			27.5	
4	Sep 15	Topic 9 (09W3) Word Chapter 3	Sep 18			13.75	
5	Sep 20	Topic 10 (10W4) Word Chapter 4	Sep 25			13.75	
5	Sep 22	Topic 10 (10W4) Word (Cont)	Sep 25	65*			
6	Sep 27	Word Exam					100.0
6	Sep 29	Topic 11 (11E1) Excel Chapter 1	Oct 2			13.75	
7	Oct 4	Topic 12 (12E2) Excel Chapter 2	Oct 9			27.5	
7	Oct 6	Topic 13 (13E3) Excel Chapter 3	Oct 9			13.75	
8	Oct 11	Topic 14 (14E4) Excel Chapter 4	Oct 16			13.75	
8	Oct 13	Topic 14 (14E4) Excel (Cont)	Oct 16	65*			
9	Oct 18	Excel Exam					100.0
9	Oct 20	Topic 19 (19P1) PowerPoint Chapter 1	Oct 23			13.75	
10	Oct 25	Topic 20 (20P2) PowerPoint Chapter 2	Oct 30			13.75	
10	Oct 27	Topic 21 (21P3) PowerPoint Chapter 3	Oct 30			13.75	
11	Nov 1	Topic 21 (21P3) PowerPoint (Cont)	Nov 6	50			
11	Nov 3	Inclass PowerPoint Presentations					
12	Nov 8	Topic 15 (15A1) Access Chapter 1	Nov 13			13.75	
12	Nov 10	Topic 16 (16A2) Access Chapter 2	Nov 20			27.5	
13	Nov 15	Topic 17 (17A3) Access Chapter 3	Nov 27			13.75	
13	Nov 17	Topic 18 (18A4) Access Chapter 4	Nov 27			13.75	
14	Nov 24	Thanksgiving Holiday (Nov 21-25)					
15	Nov 29	Topic 23 (23FO) Final Overview	Dec 4		20		
15	Dec 1	MyITLab Exams and Grader Projects are due, Extra Credit					
16	Dec 6	Final Exam – Access Exam	See Below				100.0 300.0
Total Points (1000 points)				355	95	250	300

*The Canvas Lab assignments for Topic 10 (10W4), Topic 14 (14E4), and Topic 18 (18A4) will be a separate project that the student will complete in MIL. It is worth 65 points each. The points (grade) will be posted in Canvas Online.

On-Campus	Final Exam – OnCampus Students	Dec 6, In class	100.0
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Note: This section of the syllabus provides the general course learning objectives, the expected students learning outcome, the course scope in terms of the department program, and the instrument used to evaluate the course. If you have any question, contact the instructor or the department.

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

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

Course Student Learning Outcomes (SLO):

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

Student Assignments

Refer to the Eagle Online course site.

Student Assessment(s)

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

	<p>graphics program) as a visual aid. Assessment criteria under development</p>
Program/Discipline Requirements:	Instructors will use syllabus that will satisfy CurricuUNET requirements and improve on-going assessment of student-centered learning and teaching.
Academic Discipline/CTE Program Learning Outcomes	<ol style="list-style-type: none"> 1. 1. Develop essential operating systems skills including how to use, setup, configure, troubleshoot and maintain a current microcomputer operating system 2. Use and configure essential office applications and 3. Help other technology users, develop training and maintenance plans and to translate new technical knowledge so that others can use it 4. Install, configure, and administer Linux/UNIX and other systems. 5. Document work log, write clearly and appropriately in an Information Technology context, respect user's data, including backup and security
SCANS and/or Core Curriculum Competencies: If applicable	<p>SCANS</p> <ol style="list-style-type: none"> 1. C1: Allocates Time Students will learn to allocate time to perform each task (online course will emphasize this task more). 2. C5: Acquires and Evaluates Information Student will be able to identify need for data, obtain it from existing sources or create them, and evaluate information. 3. C6: Organizes and Maintains Information Students will learn to organize their assignments and manage to complete them with specific deadline. 4. C20: Maintains and Troubleshoots Technology Student will be able to prevent, identify or solve problems in machines, computers, and other technologies. 5. F10: Seeing Things in the Minds Eye Student will be able to organize and process symbols, pictures, graphs, objects or other information. <p>Every semester, calendar based weekly learning material (reading, hands exercises for in-class, web enhanced, or online assignments, and scheduled quiz/test/exam) will be posted as part of the syllabus.</p>
HCC Policy Statement	
Access Student Services Policies on their Web site:	http://hccs.edu/student-rights
Distance Education and/or Continuing Education Policies	
Access DE Policies on their Web site:	<p>DE STUDENT SERVICES</p> <p>The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: http://de.hccs.edu/de/de-student-handbook</p> <p>STUDENTS LIVING OUT OF THE HCC SERVICE AREA</p>

	<p>Students living out of the HCC service area during the semester in which they are enrolled at HCC in online classes need to make special arrangements to accommodate their needs. In the event the course requires onsite exams, it is the student's responsibility to obtain a proctor. This proctor must be someone in the testing center at a local community college or at a university. The proctor will need to provide a secure testing environment and possibly (depending on the course) a computer with Internet access. A valid picture ID must be presented to the proctor when taking the exam. All fees associated with proctoring are the responsibility of the student. Exams will be sent via fax, email, or US mail directly to the proctor with instructions for administering the exams. This will be done at no cost to the student; however, the student WILL BE responsible for fees associated with returning the exams (including costs of overnight express, etc. to meet deadlines).</p> <p>The proctor approval form MUST be completed and approved at least 2 weeks prior to the first scheduled exam. For additional questions, contact Shirley Smith at shirley.smith@hccs.edu.</p>
<p>Access CE Policies on their Web site for non-credit classes:</p>	<p>http://hccs.edu/CE-student-guidelines</p>