




**Computer Science Technology Department
Houston Community College
Central Region
Department Phone Number: 713-718-6427**

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. For classes that begin after January 1, 2014, the age requirement has been lowered to under the age of 22. The immunization must be administered at least 10 calendar days before the start date of your classes and must have been received within the last five years. 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/district/students/apply/meningitis/>

**BCIS 1405 Business Computer Applications
Course Syllabus
Spring 2015**

Instructor	<p>Name: Mikias Tsegaye Office: Central, 2nd floor (Office location will vary, please email to set up a time) Office Hours: By appointment as needed Email: mikias.tsegaye@hccs.edu Website: eagle.hccs.edu/faculty (website not available at this time) MyITLab Course ID: CRN 40323: central49711 CRN 40325: central32109</p> <p>NOTE: This course will use the Eagle Online 2 (EO2) website. This course will also use the myitlab.com website. You must have the Firefox browser (recommended) for use with EO2 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!</p>		
Course Reference Number (CRN)	40323 & 40325 – Distance Education Section	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	Access course through Eagle Online Website AFTER you complete the Distance Education Online Orientation (distance.hccs.edu) Class Platform: This is a Web-based class that uses many different online tools. Practices, exercises, assignments, projects, exams, online discussion, emails, team works, and/or lecture may be conducted using EO2 (Eagle Online), MIL (MyITLab), or other platforms.		
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 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 MIL (MyITLab) 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 (MyITLab) Course ID to enroll in our MIL section. The MIL course id <i>will be posted on the front page of the eagle online website.</i></p>		
Instructional Methods	Distance Education (Online)	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

1. **FLASH DRIVE** - You will need a 128MB or larger flash drive by the second day of class. We will use this flash drive to store your student data files and assignments. It is **recommended** for students to use a flash drive for portability and security of their data.
2. **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, within 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** –
 - a. **Quickmail** from within *our* EO2 (Eagle Online) course will be the communication tool to compose email to your instructor.
 - b. 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. You may want to log into the student People Soft System and have your HCC mail forwarded to a more convenient email. If you don't do this you MUST read your HCC email daily.**
 - c. Your emails to me using this Quickmail tool will go to my HCCS email address and the system will automatically identify that the email is coming from a particular course.
 - d. If you send email directly to my hccs.edu email account, without using the Quickmail tool, then you must put the following in the subject line: CRN, course name, and your full name in the format:
[CRN40323-BCIS1405] YourLastname, YourFirstname. Any emails received without this information in the subject line will just 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 of disk 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. **ADEQUATE WINDOWS PC SOFTWARE**
 - a. You must have **OFFICE 365** (NOT FREE) software. A FREE 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 in order to complete the assignments. This means that you must have access to Word 2013, Excel 2013, Access 2013 and PowerPoint 2013.
 - b. **ADOBE READER SOFTWARE** - free online at <http://www.adobe.com>
 - c. **MIL (MyITLab) SOFTWARE** will be used to access simulation exercises at the MIL website (This access is provided as part of your textbook when purchasing your books via the HCC bookstore or Publisher). You will be given setup instructions in Topic 5 of the course. Make sure you have the (i) access code provided to you in your book bundle, (ii) and your course id provided to you on your course website by your instructor, before beginning enrollment/registration.
 - d. 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 Office loaded).
7. **RECOMMENDED BROWSERS** –
 - a. **Firefox** (preferred web browser) to use for **Eagle Online** – free online at <http://www.mozilla.com>
 - b. **Chrome** (preferred web browser) to use for **MIL (MyITLab)** – free online at <https://www.google.com/intl/en/chrome/browser/>

8. **HIGH SPEED INTERNET ACCESS** - (DSL or cable - dial up will NOT work)
9. **USER IDS** - Make sure you keep track of your two user ids (one for Eagle Online, and another one which you will create in Topic 5 for MIL).
10. **SELF MOTIVATION** - 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.
 - a. You must have access to the necessary computer resources stated above. If you have internet or computer problems you must be willing to use other resources, such as the HCC open labs.
 - b. Please note, the network or computer going down the night before 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.
 - c. Start work early and submit your work early and you should not have a problem.
11. **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 89 points (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 12.5% of 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 quit 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.*
12. **CHEATING** - Please refer to student hand book regarding cheating. 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 (i) sharing the same files, and then making minor changes to submit the work as their own, (ii) or are having other students do the work for them, students will receive a 0 on the assignment and may possibly be removed from the class.
13. **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 and submitting the assignments before the “**Due Date**”, but never after the “**Due Date**”.
 - a. If you are having problems completing course materials on time (by the “**Due Date**”), chat with the instructor. If you have over scheduled your life (working 40 hours a week and taking 15 credit hours of college instruction), have computer problems (my computer is broke and I don’t 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 should withdraw from the course.
 - b. 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**”.
14. The **FINAL EXAM:**
 - a. **Fri/Sat May 8th or May 9th:** Your instructor will tell you when the final exam will take place. The final exam will cover Word, Excel and Access and will be taken from within MIL, on-campus, at the JDB building at Central campus. More information will be given later.

EAGLE ONLINE DELIVERY OF INSTRUCTION: This course is delivered to the student using Eagle Online (educational delivery software). 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 Eagle Online course area ONCE YOU COMPLETE THE DISTANCE EDUCATION ONLINE ORIENTATION.

Eagle Online USER ID: Your Eagle Online 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 Eagle Online (or Moodle) at HCC, the password will be “distance”:

- To log into Eagle Online, go to <http://distance.hccs.edu> and click on the Course resources link. **MAKE SURE AND COMPLETE THE ORIENTATION FIRST!**

Eagle Online TECHNICAL HELP: Go to <https://eo2.hccs.edu/login/index.php> and click on the HCC Eagle Online support website link. Within our Eagle Online course there is also a STUDENT HELP DESK link 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 Eagle Online 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 Eagle Online. In addition, all students in this course will need to access the <http://www.myitlab.com> website to complete the majority of our assignments. This site will require you to setup MIL on your computer. 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

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

Eagle Online assignments (E02Lab) are assignments that you will do on your PC and upload into Eagle Online. The points for these assignments are designated below. Not all Topics will have this type of assignment.

Eagle Online Quizzes (EO2Quiz) will be completed within Eagle Online. The points for these assignments are designated below. Not all Topics will have this type of assignment.

MIL Assignments (MyITLab) will be done on the MIL website or uploaded into MIL. There are two types of MIL assignments (Exams and/or Grader Projects).

- MIL Exams are completed entirely in the MyITLab website in a simulated Office 2013 environment.
- MIL Grader assignments are downloaded from the MyITLab website, then completed on YOUR PC using Microsoft Office, and then uploaded back into the MyITLab.

Wk	Topics	Due Date	Points (EO2Lab) Uploaded in EO2	Points (EO2Quiz)	Points (MyITLab Exam)	Points (MyITLab Grader)	Class Exams
1	Become comfortable with the course and complete: Topic 1 (01GS) Getting Started						
1	Topic 2 (02IN) Introduction	Jan 27 (Tue)	10 (Forum Posting in EO2)	10			
1	Topic 3 (03FM) File Management	Feb 3 (Tue)	50	10			
1	Topic 4 (04CC) Computing Concepts	Feb 3 (Tue)		20			
1	Topic 5 (05MY) MyITLab	Feb 3 (Tue)		15	2.5		
1	Topic 6 (06OF) Office Fundamentals	Feb 3 (Tue)		20			
2	Topic 7 (07W1) Word Chapter 1	Feb 10 (Tue)			13.75		
2	Topic 8 (08W2) Word Chapter 2	Feb 10 (Tue)			13.75	13.75	
3	Topic 9 (09W3) Word Chapter 3	Feb 17 (Tue)			13.75		
3	Topic 10 (10W4) Word Chapter 4	Feb 24 (Tue)			13.75	65	
	Are you staying on schedule? This would be a good time to catch up if you are behind.						
4	Topic 11 (11E1) Excel Chapter 1	Mar 3 (Tue)			13.75		
4	Topic 12 (12E2) Excel Chapter 2	Mar 3 (Tue)			13.75	13.75	
5	Topic 13 (13E3) Excel Chapter 3	Mar 10 (Tue)			13.75		
5	Topic 14 (14E4) Excel Chapter 4	Mar 15 (Sun)			13.75	65	
	Spring Break Last Day to Withdraw	Mar 16-22 Mar 24					
6	Topic 15 (15A1) Access Chapter 1	Mar 24 (Tue)			13.75		
6	Topic 16 (16A2) Access Chapter 2	Mar 31 (Tue)			13.75	13.75	
7	Topic 17 (17A3) Access Chapter 3	Mar 31 (Tue)			13.75		
8	Topic 18 (18A4) Access Chapter 4	Apr 7 (Tue)			13.75	65	
9	Topic 19 (19P1) PP Chapter 1	Apr 14 (Tue)			13.75		
9	Topic 20 (20P2) PP Chapter 2	Apr 14 (Tue)			13.75		
9	Topic 21 (21P3) PP Chapter 3 and Final PP Project	Apr 21 (Tue)	50		13.75		
10-11	Topic 22 (22PR) HTML Project	Apr 28 (Tue)	50				
11	Topic 23 (23FO) Final Overview	Apr 30 (Thu)		20			
12	Final Exam (Word, Excel and Access) – Cental Campus JDB 206	May 8 th or 9 th					300.0
	Total Points (1000 points)		160	95	445	300	

1. Work on MIL through-out the semester
2. All MIL Exams and Grader Projects will comprise 44.5% (445 points) of your final grade
3. The Final Exam will comprise 30% (300 points) of your final grade
4. The Final Exam will cover WORD, EXCEL and ACCESS !
5. Work submitted from within Eagle Online (quizzes, forum posting, PP and HTML project) will comprise 25.5% (255 points) of your final grade.
6. The only late work accepted will be the MIL Assignments (upon instructor approval)

HOLIDAYS and Important Dates:

Regular 16 week session calendar: <http://www.hccs.edu/district/events-calendar/academic-calendar/spring/spring-reg-16-week/>

or you can access the entire HCC calendar: <http://www.hccs.edu/district/events-calendar/academic-calendar/>

Learning Objective, Students Learning Outcome, and Program Spec

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	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">Grade</th> <th style="text-align: left;">GPA Points</th> </tr> </thead> <tbody> <tr> <td>A = 100- 90</td> <td>4 points per semester hour</td> </tr> <tr> <td>B = 89 - 80:</td> <td>3 points per semester hour</td> </tr> <tr> <td>C = 79 - 70:</td> <td>2 points per semester hour</td> </tr> <tr> <td>D = 69 - 60:</td> <td>1 points per semester hour</td> </tr> <tr> <td>59 and below = F</td> <td>0 points per semester hour</td> </tr> <tr> <td>IP (In Progress)</td> <td>0 points per semester hour</td> </tr> <tr> <td>W(Withdrawn)</td> <td>0 points per semester hour</td> </tr> <tr> <td>I (Incomplete)</td> <td>0 points per semester hour</td> </tr> <tr> <td>AUD (Audit)</td> <td>0 points per semester hour</td> </tr> </tbody> </table> <p style="margin-top: 10px;">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.</p>	Grade	GPA Points	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
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Course Student Learning Outcomes (SLO):	<ol style="list-style-type: none"> 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. 																				

	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 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 graphics program) as a visual aid. Assessment criteria under development
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

	<p>Students will learn to organize their assignments and manage to complete them with specific deadline.</p> <p>4. C20: Maintains and Troubleshoots Technology Student will be able to prevent, identify or solve problems in machines, computers, and other technologies.</p> <p>5. F10: Seeing Things in the Minds Eye Student will be able to organize and process symbols, pictures, graphs, objects or other information.</p> <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://www.hccs.edu/district/students/student-handbook/ and then click on <i>Student Services</i> and <i>Student Rights and Responsibilities</i> sections under the Student Handbook by sections.
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://www.hccs.edu/district/students/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>
Access CE (Continuing Ed) Policies on their Web site for non-credit classes:	http://www.hccs.edu/continuing-education/departments/online-ce/