



Computer Science Technology Department

Department Website: <http://www.hccs.edu>

CRN: 66196

MyItLab Course Code: CRSAB9B-62098

Course: BCIS 1405 Business Computer Applications

Semester: Spring 2011

Campus and Room: SPBR 120

Days/Time: Saturdays: 09:30 AM – 12:00 PM

Instructor: Moiz Ahmed

Phone Contact: 832 – 451 – 8924

Email Address: moiz.ahmed@hccs.edu

Other Required Materials:

- One flash drive
- 1 — three-ring Notebook for Homework Assignments and other Instructor-directed information

Attendance:

Attendance will be taken at the beginning of the class period. If you are late for a class, it is your responsibility to advise me at the end of the class that you were present. Failure to do so on the day in question will result in you being marked absent for that class.

Detailed Course Evaluation:

Percent	Item	Grading Scale	
60%	Exams (Windows -10%, Word, Excel, Access - 20% each)	90 – 100	A
20%	PowerPoint Presentation	80 – 89	B
15%	Lab Assignments & Notebook	70 – 79	C
5%	Integrated Assignment	60 – 69	D
100%	Total	0 – 59	F

Late Assignments Policy:

- Ø All assignments, homework, and project(s) are required to be submitted in a manner appropriate for college-level students.
- Ø Late work is subject to penalty points.
- Ø Work will not be accepted more than one week late. An exception may be made if, at the my discretion, extenuating circumstances justify. I may require documentation of the circumstance.

Make-up Exam Policy:

Any test/exam and checkpoint missed by being tardy or absent cannot be made up unless due to extenuating circumstances. Therefore, if the test/exam and checkpoint is missed, the grade of "0" can be erased only if makeup work is accepted. Late work is subject to penalty points.

Course Objectives:

By successfully completing this course the student should be able to:

þ Apply knowledge of MS-Office 2007 Application Tools to:

- Create Word Processing Documents
- Create Excel Spread Sheets
- Create Power Point presentations
- Create Access data base

þ Recognize and apply the concepts of critical thinking.

þ Appreciate and gain benefits of time management by learning to group tasks.

þ Communicate with others by use of electronic mail.

þ Develop organizational skills and manage information from one central application.

þ Proficiently use file management techniques with a Windows operating system.

Course Focus:

The SCANS (Secretary's Commission on Achieving Necessary Skills) competencies are included as the Syllabus Attachment. This course is designed to provide the student with a working knowledge of Windows VISTA, working knowledge of Office-2007 applications (Word, Power Point, Excel, Access).

Project:

This course is combination of concepts and competency. A project will be required which will meet the guidelines below. The project will:

þ Utilize the principles taught in the class room

þ Illustrate the concepts the textbook covers.

þ Utilize the Internet as a resource information center

þ Challenge the student to make use of critical thinking.

Homework Assignments :

I will give you more specific information regarding this section. Homework assignments are completed at each class session. There will be a Quiz associated with each hands-on exercise.

You will do your hands-on training using MyItLab. Also you will take your Quizzes and Exams using the same software.

You will need a Key code which comes with the book and class code which will be given by me.

To access to the software go to <http://www.myitlab.com>

Other Information:

Dates to Remember:

Ø Classes will be held every Monday - Wednesday from 09:30 AM – 12:00 PM

Ø I will provide more details on exam dates

Important Note:

Ø The skills that you will gain as you successfully complete this course will be those that reflect Microsoft's Proficient level of certification for Windows XP and the Office 2007 products.

Ø You should prepare yourself by reading the assigned material as stated in the chapter topic outline before each class session.

Ø The amount of time that a student will spend outside of class can vary widely from one individual to the next. Be aware that this class is somewhat more rigorous and demanding than a casual home user study course.

Ø Make yourself aware of the open labs that are available to you. You need to note the times and locations of these labs. If you do not have a home computer with the required software, plan to spend consistent, quality time in the open labs. These open labs are provided for your convenience; use them.

COMPUTER SCIENCE TECHNOLOGY

BCIS 1405

Business Computer Applications

Session	Date	Description
1.		Getting Started: Orientation to MyItLab
2.		Essentials of Microsoft Windows Operating Systems : General Concepts
3.		Essentials of Microsoft Windows Operating Systems : Disk & File Management
4.		EXAM 1 – Windows Operating Systems – Disk & File Management
5.		1 – Microsoft Word 2007 : Creating a Document
6.		2 – Gaining Proficiency
7.		3 – Enhancing a Document
8.		4 – Formatting documents, Tables, colors, search and other MS Word 2007 Features
9.		EXAM 2 – Microsoft Word 2007
10		1 – Microsoft Excel 2007 : Getting Started with Excel
11		2 – Formula and Functions
12		3 – Charts
13		4 – Working with Large Worksheets and Tables
14		
15		EXAM 3 – Microsoft Excel 2007
16		1-html part I
17		2- html part II

18	3 – Presentation of html
19	
20	1 – Microsoft Access 2007 : Creating a Database
21	2 – Relational Databases and Multi Table Queries
22	3 – Customize, Analyze, and Summarize Query Data
23	4 – Create, Edit, and Perform Calculations in Reports
24	
25	EXAM 3 – Microsoft Access 2007
26	1 – Microsoft Power Point 2007 : Introduction to Power Point
27	2 – Presentation Development
28	3 – Presentation Design
29	
30	Power Point Semester Project
31	
32	
33	

ATTACHMENT III Syllabus Attachment

The following items cover a variety of policies and present information that is important for each student to be successful in this course.

Students with Disabilities: Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Members of Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact Donna Price at 713-718-5165 or the Disability Counselor at each college.

Academic Dishonesty: Students are expected to complete all materials (exams & exercises) on their own. This does not prevent the student from seeking assistance from the instructor or other students. Copying of assignments or cheating on exams will result in dismissal from this course and the student may be expelled from HCCS. Please refer to the HCCS Student Handbook (page 28-29) for further information regarding academic dishonesty.

Attendance and Withdrawal: You are expected to regularly attend and be on time for all classes. You are responsible for all material covered during an absence. It is your responsibility to drop a course for nonattendance. **Failure to officially withdraw from a course by the withdrawal deadline date will result in an “F” for the class.** You may be dropped after missing 12.5% of a class (this includes lecture and lab time). Each individual instructor will provide information/rules for tardiness. Please refer to the HCCS Student Handbook (page 2) for further information regarding attendance and withdrawal.

Attendance after Withdrawal: Students who withdraw after the 25% refund deadline will be allowed to stay in the course and participate at the discretion of the course instructor on an individual basis. However, the student will not be allowed to attend or take the final exam.

HCCS Grading System: The Houston Community College grading system will be used to evaluate students' performance in this course. Each instructor will provide detailed information about grade calculation.

Grade	Score
A-Excellent	90-100 %
B-Good	80-89 %
C-Fair	70-79 %
D-Minimal	60-69 %
F-Failure	0-59 %

SCANS: The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment,
- Propose acceptable levels of proficiency,
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes.

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This research identified five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

1. Resources—An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.
2. Interpersonal—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal skills. In discussions after group activities, emphasize interpersonal lessons and challenges of the activities.
3. Information—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom. Emphasize that efforts to master information skills prepare students for future employment.
4. Systems—An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.
5. Technology—The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers an important part of their education, whether the computers are used in self-paced learning or in group projects.

The three SCANS foundation skills identified by the Commission are the following:

1. Basic Skills—Reading, writing, mathematics, listening, and speaking. Classroom activities can develop and reinforce all these basic skills. Teaching these skills in the classroom can provide cross-curricular opportunities.
2. Thinking Skills—Creative thinking, decision making, problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.
3. Personal Qualities—Responsibility, self-esteem, sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others: with classmates, friends and family, customers, and coworkers. Look for chances to reinforce good personal qualities. And remember the power of teaching by example.

SCANS workplace competencies and foundation skills have been integrated into all courses taught by the department.

Joining the CSCINews Mailing List: The Computer Science Technology Department maintains a newsletter type of Mailing List for sending information to students and others interested in any of its courses or programs. A newsletter is sent about 3 to 4 times a semester and contains information helpful to students. All currently enrolled students should become members of this mailing list. To join this list you should:

Go to your regular email account. Send an email to:

`majordomo@tc6.hccs.cc.tx.us`

Leave the subject line blank and put:

`subscribe cscinews` as the text message and send it.

It's that simple. MajorDomo will send you an email indicating that you have successfully subscribed to cscinews. If at some point in the future (after you have finished your course) you wish to be removed from the list, follow the directions that are at the end of every email you receive.