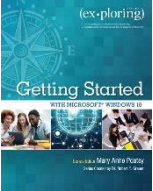**HCC**
HOUSTON COMMUNITY COLLEGE

Digital & Information Technology Department
Houston Community College
Department Phone Number: 713-718-5723

BCIS 1405 Business Computer Applications
Course Syllabus
Fall 2016

Instructor	
	Name: Professor OMAR AZIZ
	Tel: ---- by email only
	Office: available via email
	Office Hours: By appointment as needed
	Email: omar.abdulaziz@hccs.edu
	Learning Web: http://learning.hccs.edu/faculty/omar.abdulaziz
	Course website for online orientation:
	(1) http://hccs.edu/online
	(2) Click on *Search for a course & HCC Online Orientations* on the right, gold bar
	(3) Click on the Semester link of your choice (e.g., Fall 2016, Spring 2017, Summer 2016, etc.…)
	(4) Search for this course by choosing *Computer Networking and Telecomm* or by entering the appropriate CRN number (**12691**)
	(5) Locate the course you have enrolled and click the **Available Beginning…** link under the last **ORIENTATION** column
	Course website for accessing your course:
	After completing the online orientation, you may proceed to the Eagle Online (EO) website to access the course in Canvas: http://eagleonline.hccs.edu
	-OR-
	You may simply go to http://hccs.edu/online and select **STUDENT SIGN-INS** at the top and then choose **Eagle Online Login**
	MyITLab Course ID: Will be supplied in Canvas (this will be required for enrolling into your course from within MyITLab). Access to MyITLab will be done at: http://myitlab.com
	NOTES:
	• Students will log into EO/Canvas to access this course (see above). THIS IS OUR CLASS WEBSITE AND YOU MUST CHECK IT WEEKLY
	• Students will also be required to access the MyITLab (MIL) website (see above)
	• You must have the Chrome browser and Adobe Reader installed.
	• You must disable pop-up blockers or allow pop-ups from our two sites.
	• You must have cookies enabled.
	• We highly recommend
	o updating to the newest version of whatever browser you are using
	o most up-to-date Flash plug-in
	o most up-to-date Windows Media and QuickTime players (if necessary)
	• (More info listed below).

Course Reference Number (CRN)	12691 – 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	**CRN(s): 12691 – Distance Education Section(s)** Delivered via the Internet – 24/7 at your convenience Access course through Eagle Online Website after completing DE orientation 1. http://hccs.edu/online (for HCC online orientation) 2. http://eagleonline.hccs.edu (for our course access)			
Total Course Contact Hours	96			

Instructional Materials (Book and MIL)	**Exploring Microsoft Office 2013, Volume 1**
	 By Poatsy, Mulbery, Krebs, Hogan, Rutledge, Grauer
	 © 2015 Prentice Hall
	
	 Getting Started with Microsoft Windows 10
	 By Poatsy, Grauer
	
	 *ISBN-13: 9780134656946 (includes BOTH books and access code and trial)
	 -preferred ISBN to use at the HCC BOOKSTORE
	 OR
	 You can also use on the following isbn on the publisher website: ISBN-10: 0134656946 (includes BOTH books and access code and trial)
	
	 ***Note: Use either ISBN-13 or ISBN-10 … Do NOT use BOTH ISBNs*
	
	 This is a **custom** **bundle** for Houston Community College. Use only one of the above ISBNS to purchase the bundle which will automatically include (i) a spiral bound Office textbook, (ii) a Windows 10 book, (iii) the MyITLab (MIL) access code, and (iv) Office 365 (same as Office 2013) Trial Access Card.
	
	 This textbook bundle must be purchased from an HCC bookstore or directly from the publisher @ www.mypearsonstore.com
	
	     (a) In addition to the Eagle Online website, students will be accessing an additional website during this course, the MyITLab (MIL) website. You will need an **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 the second module of our course.
	
	     (b) In addition to the MIL access code, the instructor will supply you with a MIL Course ID to enroll in our MIL section. **MIL Course ID:** *will be posted via Announcements and/or main website page once you log into our Eagle Online course)*			

Instructional Methods	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

1. **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 flash drive to store your student data files and assignments.
   Recommended for Online 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. Use either the ISBN10 or ISBN13 information above. 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 our first module in the course, via the eagle online website. In addition, you must obtain the books as soon as possible (first week preferably) or you may fall behind.

3. **COMMUNICATION**
   a. The Inbox mail tool from within Canvas/Eagle Online will be the communication tool to compose email to your instructor.
   b. **Emails from your instructor will be accessible via Eagle Online Inbox, though you may forward them to your cell phone or other email**.
   c. If you send email direct to me outside of our course website (Eagle Online), then put in the proper subject line with the CRN, course name, and your fullname in the format:
   CRNXXXXX-BCIS1405 YourLastname, YourFirstname.
   Any emails received without this information in the subject line will be unanswered.

4. **ADEQUATE WINDOWS PC HARDWARE**
   a. 2 GHz or faster CPU
   b. 1GB or more of RAM
   c. GRAPHICS CARD WITH 128 MB OF MEMORY
   d. 4 GB OF DISK STORAGE SPACE
   e. AUDIO CAPABILITIES, and
   f. HIGH SPEED ITERNET ACCESS

5.
6.

7. **ADEQUATE WINDOWS PC SOFTWARE**

    a. **OPERATING SYSTEM** Windows XP – SP2, Vista, 7, 8, or 10

    b. **FIREFOX AND CHROME WEB BROWSER**

       Firefox (preferred web browser to use for Eagle Online) – free at http://www.mozilla.com

       Chrome (preferred to use for MIL or Eagle Online) – free at https://www.google.com/intl/en/chrome/browser/

    c. **OFFICE 365** 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 in order to complete the assignments. This means that you must have access to Word 2013, Excel 2013, Access 2013 and PowerPoint 2013.** Note: A MAC is sufficient for many of the assignments, but you will still need to find a Windows based PC to complete the MyITLab Grader assignments that require Office 2013.

    d. **ADOBE READER SOFTWARE** is REQUIRED. free online at http://www.adobe.com .More information in the first module of our course.

    e. **MIL SOFTWARE (MyITLab)** will be used to access simulation exercises at the MIL website (This is provided as part of your textbook when purchasing your books via the HCC bookstore or Publisher). You will be given setup instructions in the second module of the course. Make sure you have the access code provided to you in your book bundle before beginning enrollment/registration. You can access the MyITLab software using a MAC.

    f. **ADMINISTRATOR RIGHTS** You must have **administrator rights** to setup the MIL software and the Office 365 trial

    g. **Note:** This course uses Office 2013 (but you may also use Office 2016).

8. **USER IDs** Make sure you keep track of your *two* user ids (one for Eagle Online, and another one you will create for MyITLab).

9. **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.

10. **NETWORK ISSUES** 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. 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.

11. **COMPUTER SCIENCE LABS:** In addition to the HCC labs, our department has our own computer labs located at Central, Northwest, Southwest, and Stafford. These labs are monitored by a lab tech who can answer your questions. Ask your instructor for more information!

12. **STUDENT ATTENDANCE/PARTICIPATION IS MANDATORY**

    a. As an Online 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).

    b. On-Campus students may be withdrawn if the student is absent 12.5% of class.

    c. Contact the instructor if you are having a problem (our course is on a 1000 point scale).

    d. 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.

    e. After the withdrawal date deadline, the instructor is not able to withdraw you.

    f. You may receive an FX as your grade due to lack of participation if you have not withdrawn yourself. If you receive an Fx you may or may not have to return the financial aid.

    g. Incomplete grades are rarely given.

13. **ACADEMIC DISHONESTY/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 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 may possibly be removed from the class. **Note: The MyITLab software will be able to detect if students submit a file that was downloaded from another account.**

14. **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. In other words, the instructor will expect materials to be submitted by the **"Due Date"**.

    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"**. 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.

15. **FINAL EXAM**

    a. **Distance Ed** classes require an on-campus visit. It will be scheduled for Friday or Saturday at Spring Branch Campus. Specific dates, times, and room# will be provided by your instructor via the course homepage. The exam will be limited to 2 hours unless a student has ADA accommodations (Be sure to arrive early enough to find the classroom and have the full exam time at hand). Potential attendance conflicts should be resolved individually with your Instructor, as early as possible in the semester. ***Additional information will be provided in the "Module 19: (19FO) Final Overview".***

        i. The **DE Final Exam** will cover Word, Excel, and Access. The final exam is CLOSED BOOK and ON-CAMPUS.
        ii. The instructors have provided a Final Review for you. Completing the Final Review is essential in achieving success on the final exam.

Eagle Online and MIL Requirements

EAGLE ONLINE DELIVERY OF INSTRUCTION This course is delivered to the student using Eagle Online (educational delivery software) using **Canvas** as the Learning Management System. Basically, the Eagle Online website is where you will go to enter our virtual classroom! The STUDENT SIGN-INS area at the top of the http://hccs.edu website 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.

- To log into Eagle Online, go to http://hccs.edu/online and click on the Course resources link. **MAKE SURE AND ACCESS the MANDATORY HCC ONLINE COURSE ORIENTATION.**

- After completing the orientation, you may log into Canvas Eagle Online. Go to http://hccs.edu and click on STUDENT SIGN-INS. Choose: ***Eagle Online Login:*** *http::[xxx]* ***(new Canvas system)***

    o The website listed on the above link may vary but as long as you choose Eagle Online Login you will be fine.

EAGLE ONLINE TECHNICAL HELP Go to http://hccs.edu/online and click on **Technical Support** on the far left. This page contains helpful Canvas/Eagle Online links. It also lists the three support methods available:

- The recommended way to get support is to use the Student Help Form
- Technical Support number
- IT Password Reset number (713-718-8800, option 1)

MIL ONLINE USER ID 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. The instructions for setting up a MyITLab (MIL) account are available from within our course website. Chrome is the preferred browser to access MIL.

MIL TECHNICAL HELP Go to http://myitlab.com and under Students, click Support. You may also call the Pearson MIL support line for help at (800) 677-6337 Monday through Friday, Noon to 8PM EST

POP UP If a pop-up is blocked, you will need to set your pop-up blocker to allow pages from our Eagle Online and MyITLab sites. *The technical requirements section of the orientation will discuss how to allow pop-ups from Eagle Online. Do this before beginning our course as many of the early links in the course are pop-ups!*		

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.

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!

This course is based out of 1000 points. You will earn points for each assignment. Add up your points to determine your final grade using the Grading Scale shown below this course calendar.
Note: DUE DATE is last possible date assignment can be submitted. It is highly suggested that you submit assignments SOONER.

Wk	Due Date	Modules	EO Discuss	EO Assign	EO Quiz	MyITLab Sim/Exam	MyITLab Grader	Exam
1	Sep. 12	Become comfortable with the course and complete: Module (00SH)	5	20	10			
1	Dec. 01	Module (01FM) File Management	5			20		
2	Dec. 01	Module (02OF) Office Fundamentals (and MyITLab_	5				20	
2	Dec. 01	Module (03W1) Word Chapter 1	5			20		
3	Dec. 01	Module (04W2) Word Chapter 2	5			20	20	
3	Dec. 01	Module (05W3) Word Chapter 3	5			20		
4	Dec. 01	Module (06W4) Word Chapter 4	5			20	20	
4	Dec. 01	Module (07E1) Excel Chapter 1	5			20		
5	Dec. 01	Module (08E2) Excel Chapter 2	5			20	20	
6	Dec. 01	Module (09E3) Excel Chapter 3	5			20		
7	Dec. 01	Module (10E4) Excel Chapter4	5			20	20	
8	Dec. 01	Module (11A1) Access Chapter 1	5			20		
9	Dec. 01	Module (12A2) Access Chapter 2	5			20	20	
10	Dec. 01	Module (13A3) Access Chapter 3	5			20		
11	Dec. 01	Module (14A4) Access Chapter 4	5			20	20	
12	Dec. 01	Module (15P1) PowerPoint Chapter 1	5			20		
13	Dec. 01	Module (16P2) PowerPoint Chapter 2	5			20		
13	Dec. 01	Module (17P3) PowerPoint Chapter 3	5			20		
14	Dec. 01	Module (18PR) Project	5	100				
15	Dec. 01	Module (19FO) Final Overview	5		10			
16	Date	**Final Exam for DE (*Will be @ Spring Branch campus including Word, Excel, and Access)***						300
		Total (1000 points) :	100	120	20	320	140	300

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. MIL Sim/Training are simulations in MIL that do not require Office on your PC (unlimited attempts)
5. MIL Sim/Exam are simulations in MIL that do not require Office on your PC (3 attempts)
6. MIL Graders must be completed in Office 2013/2016 and then uploaded into MIL (unlimited attempts)
7. Some classes will have 3 exams (Word, Excel & Access) while some will have 1 comprehensive Final

HOLIDAYS and Important Dates:
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.

Grading Scale	<table><tr><th>Grade</th><th>GPA Points</th></tr><tr><td>A = (900-1000 points)</td><td>4 points per semester hour</td></tr><tr><td>B = (800-899 points)</td><td>3 points per semester hour</td></tr><tr><td>C = (700-799 points)</td><td>2 points per semester hour</td></tr><tr><td>D = (600-699 points)</td><td>1 points per semester hour</td></tr><tr><td>F= (0-599 points)</td><td>0 points per semester hour</td></tr><tr><td>FX (Failed due to lack of participation)</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></table> 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. Receiving a grade of FX may result in a loss of financial aid.
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 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	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	SCANS 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. 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.
HCC Policy Statement	
Access Student Services Policies on their Web site:	http://www.hccs.edu/district/students/student-handbook/ and then click on *Student Services* and *Student Rights and Responsibilities* sections under the Student Handbook by sections. Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' right with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Student-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understand and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.
Distance Education and/or Continuing Education Policies	
Access DE Policies on their Web site:	**DE STUDENT SERVICES** 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/ **STUDENTS LIVING OUT OF THE HCC SERVICE AREA** 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). 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.

Access CE Policies on their Web site for non-credit classes:	http://www.hccs.edu/continuing-education/departments/online-ce/