HCC | HOUSTON COMMUNITY COLLEGE

**Division of Digital and Information Technology
Computer Systems, Networking, and Telecommunications Department
https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/computer-systems-networking--telecommunications/**

BCIS 1305: Business Computer Applications | #20967
12 Weeks (09.23.2019-12.15.2019)
Online
Fall 2019

Instructor Contact Information

Instructor: Prof. Omar Abdul Aziz
Office Hours: N/A
HCC Email: omar.abdulaziz@hccs.edu
Office Location: available via email

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and discuss course topics.

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

What's Exciting About This Course

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

My Personal Welcome

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

As its title indicates, this is an introductory course to business applications. The course starts with an overview of Windows. The rest of the course provides an introduction to the Microsoft Office 2016 suite of products: Word, Excel, PowerPoint, and Access.

Please read the **rest of this syllabus** for the course description, pre-requisites, student learning outcomes, required textbook, instructional material, course assignments/assessments, as well as other course policies (participation, makeup, etc). Pay special attention to the **Course Calendar** section shown below for assignments/assessments due dates.

As the course progresses, you may encounter challenging ideas or difficulties completing your coursework. I am available to support you. The fastest way to reach me is through the Canvas Inbox e-mail. If, for any reason, you can't access Canvas, you can reach me at my HCC e-mail (omar.abdulaziz@hccs.edu). The best way to really discuss issues is in-person. I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a solid understanding of the Microsoft Office products, so please visit me, or contact me by email, whenever you have a question.

Prerequisites and/or Co-Requisites

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

Canvas Learning Management System

This section of BCIS1305 will use Canvas (https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. HCCS Open Lab locations may be used to access the Internet, Canvas, and Microsoft Office products. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER**.

HCC Online Information and Policies
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: http://www.hccs.edu/online/

Scoring Rubrics, Sample Assignments, etc.
Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/login/ldap

Instructional Materials

Textbook Information
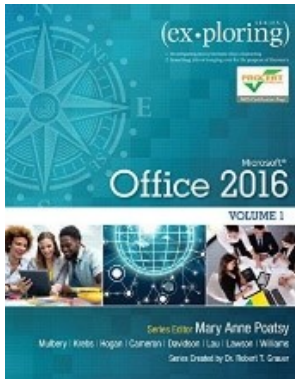
The textbook listed below is required for this course.

"**Exploring Microsoft Office 2016, Volume 1 with MyITLab"** by Poatsy, Mulbery, Krebs, Hogan, Cameron, Davidson, Lau, Lawson, Williams

© 2017 by Pearson Education, Inc. **ISBN 13: 9780134526454**

The book is included in a bundled package that contains (1) the text, as well as (2) an access code to MyLab IT (e.g., MyITLab). You may purchase a hard copy bundle (binder pages) from the HCC bookstore at approx. **$159** or you can purchase an e-book bundle from the MyLab IT website at approx. **$99**. More information is provided in the second module of the course. Order your book here: HCC Bookstore

MyLab IT

MyLab IT (http://www.myitlab.com) is an online tutorial and assessment tool companion for our textbook. As stated above, access to MyLab IT is included by purchasing our textbook from the HCC bookstore or the myitlab.com website. When registering you will need (i) a MyLab IT *Access code* and (ii) a MyLab IT *Course ID*. More information is provided in the second module of the course.

Your (i) *access code* comes with the textbook purchased, as stated above and will be different for each student. The (ii) *MyLab Course ID* will be provided to you by your instructor.

Note: If you purchase a used textbook, make sure it has the access code to MyLab IT. Most often used books don't. If the textbook you purchase doesn't come bundled with the access code, you have to purchase an access code separately from the MyLab IT website (for approx. $99).

Temporary Free Access to MyLab IT

Students may use a 2-week temporary access code to MyLab IT. At the end of the 2-week period students must purchase the book/access-code bundle in order for the student and instructor to access previous work.

Microsoft Office 2016 or Office 365

Access to Office 2016 or Office 365 (Word, Excel, PowerPoint and Access) is required. This may be downloaded from your HCC email (Note: Mac Users will not be able to download Access, thus you will need to use a computer lab to complete those assignments). More information is provided in the second module of our course.

Other Instructional Resources

HCC Open-Labs
HCC provides computer labs at most campuses. Information on HCC open-labs can be found at: http://www.hccs.edu/departments/division-of-instructional-services/institute-for-instructional-engagement--development/open-lab-schedule/

Computer Science Open Labs and Tutoring

The Computer Science Department provides department computer labs, monitored by a lab tech (tutor) who can help with computer science assigned coursework. Go to the link below for more information. Select **Face-to-Face** tutoring. Leave **Any** for the College field, and then put **BCIS** for the Subject.

https://iied21.hccs.edu/forms/allTutoring/index.html

HCC Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Course Overview

Students in BCIS1305 will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Core Curriculum Objectives (CCOs)

BCIS 1305 satisfies Component Area Option in the HCCS core curriculum. The HCCS Core Curriculum Committee has specified that the course address the following core objectives:

- ***Critical Thinking***: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing the class project and assignments, along with answering questions on quizzes and exams.
- ***Communication Skills***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing assignments and participating in online or in-class discussions.
- ***Quantitative and Empirical Literacy***: Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing assignments, and answering questions on quizzes and exams.

Program Student Learning Outcomes (PSLOs)

Can be found at:
https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/computer-systems-networking--telecommunications/

Course Student Learning Outcomes (CSLOs)

Upon completion of BCIS 1305, the student will be able to:

- Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.

- Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.

- Create business documents with word processing software using spelling and grammar check, format, layout, tables, citations, graphics, and mail merge.

- Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.

- Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.

- Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.

- Use web-based technologies to conduct ethical business research.

- Use "goal seeking" and "what-if analysis" to solve problems and make adjustments/recommendations in a business environment.
- Integrate business software applications.

Learning Objectives

Learning Objectives for each CSLO are under development.

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for the assignments. The assignments provided will help you practice the concepts discussed in class lectures and hone your hands-on skills. Successful completion of this course requires a combination of the following:
- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

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

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar
- Arrange to meet with individual students ss as needed

As a student, it is your responsibility to**:**
- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Eagle Online Assignments and PROJECT

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

An integrated project will be assigned in this course. The project will require you to use Word, Excel, PowerPoint and Access. The final project will be submitted into Eagle Online Canvas. If you do not have these applications loaded on your PC/Mac you will need to use a computer lab, or other resource.

MyLab IT Assignments

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

There are three types of assignments found within MyLab IT:

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

Discussions

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

Quizzes

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

Exam(s)

Some sections of this course will contain three exams (Word, Excel and Access), while other sections will simply contain one comprehensive final exam covering Word, Excel and Access. Your instructor will provide more information. **All exams will** be closed-book, closed-notes, proctored exams to **be taken in-person**.

Final Exam Review

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

Final Exam

The final exam will be administered on campus (i.e. must be taken in person). It will be closed book, closed notes and comprehensive.

The final exam is scheduled for:

Note: If you are in an online section of this course, and you do NOT reside in the Houston area, you must inform your instructor during the first two weeks of the semester so that proper arrangements can be made.

Make-up exams will be given *only* in cases of extenuating circumstances. Extenuating circumstances are **unexpected and unavoidable** situations such as hospitalization or auto accident. They don't include forgetting about the date of the exam, busy work schedule, etc. You would need to provide documentation to your instructor as soon as possible after the missed assignment/assessment for consideration. Extenuating circumstances will be evaluated by your instructor on a case by case basis. It is your responsibility to contact your instructor with documentation of your situation as soon as possible, schedule a makeup exam, and submit the proper documentation to the department**.** All missed grades will be recorded as zeros.

Grading Formula

Category	Weight	Points
EO Quizzes	2 %	20
EO Assignments/Project	12%	120
EO Discussions (Class Participation)	10%	100
MyLab IT Simulations	32 %	320
MyLab IT Graders	14 %	140
Exam(s)	30 %	300

Grade	Total Points
A	900+
B	800-899
C	700-799
D	600-699
F	< 600
Fx	Failed Due to lack of participation (can affect financial-aid status)

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

DUE DATE TIMES ARE 11:55pm on the day they are due!
HOLIDAYS & IMPORTANT DATES: http://www.hccs.edu/student-experience/events-calendar/

1. *EO Discuss* are discussions you must complete in Eagle Online
2. *EO Assign* are assignments you must complete on your PC and upload into Eagle Online
3. *EO Quiz* are quizzes you must complete in Eagle Online (unlimited attempts)
4. MyLab IT Sim/Exam are simulations; Office 2016 is not required on PC for simulations (3 attempts)
5. MyLab IT Graders projects ; Office 2016 is required on your PC for Graders (unlimited attempts)
6. Some classes will have 3 exams (Word, Excel & Access) while some will have 1 comprehensive Final
7. It is highly suggested that you submit assignments PRIOR to the Due Date.

Wk.	Due Date	Modules	EO Discuss	EO Assign	EO Quiz	MyLab IT Sim/Exam	MyLab IT Grader	Exam
1	Sep 23	Introduction to Course: Module (00SH)	5	20	10			
1	Dec 2	Module (01FM) File Management	5			20		
2	Dec 2	Module (02OF) Office Fundamentals (and MyLab IT_	5				20	
2	Dec 2	Module (03W1) Word Chapter 1	5			20		
3	Dec 2	Module (04W2) Word Chapter 2	5			20	20	
3	Dec 2	Module (05W3) Word Chapter 3	5			20		
4	Dec 2	Module (06W4) Word Chapter 4	5			20	20	
4	Dec 2	Module (07E1) Excel Chapter 1	5			20		
5	Dec 2	Module (08E2) Excel Chapter 2	5			20	20	
6	Dec 2	Module (09E3) Excel Chapter 3	5			20		
7	Dec 2	Module (10E4) Excel Chapter4	5			20	20	
8	Dec 2	Module (11A1) Access Chapter 1	5			20		
9	Dec 2	Module (12A2) Access Chapter 2	5			20	20	
10	Dec 2	Module (13A3) Access Chapter 3	5			20		
11	Dec 2	Module (14A4) Access Chapter 4	5			20	20	
12	Dec 2	Module (15P1) PowerPoint Chapter 1	5			20		
13	Dec 2	Module (16P2) PowerPoint Chapter 2	5			20		
13	Dec 2	Module (17P3) PowerPoint Chapter 3	5			20		
14	Dec 2	Module (18PR) Project	5	100				
16	TBA	**Final Exam (Word-Excel-Access)**						300
		Total (1000 points) :	100	120	20	320	140	300

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures
Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details. Students may ask questions to other students, to me, or to anyone else. This is how we learn, and I encourage it. HOWEVER, all work must be started and completed in its entirety on your own. If it is found that students are sharing the same files, and then making minor changes to submit the work as their own, students will receive a 0 on the assignment and be referred to the Dean of Student Services. **Note: The MyLab IT software will be able to detect if students submit a file that was downloaded from another account.**

Click on the link to view HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):
http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures

1. On-campus students may be withdrawn if the student is absent for more than 12.5% of class. See the Student Handbook for more information.
2. Online students may be withdrawn before the Official Day of Record if they have not logged in or shown sufficient participation. See the Online Student Handbook for more information.
3. As an Online section or On-Campus section of this course, you must make satisfactory progress in this course. Students may be withdrawn if the student misses turning in assignments (Labs, quizzes, or discussions) that total to more than 12.5% of the course work prior to the Final Exam.
4. Contact your instructor if you are having a problem.
5. If you decide to quit participating in the course before the Last Day for Administrative/Student Withdrawals, you may withdraw yourself, or ask the instructor to withdraw you, or in some cases the instructor may withdraw you without your approval if you have not attended and participated. Talk to you instructor for details.
6. After the withdrawal date deadline, the instructor is not able to withdraw you.
7. 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.

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

Student Conduct

<< Modify Section if necessary & Delete Placeholder Text >> Two simple rules: (1) Students should be respectful to everyone in the classroom. (2) Students should come to class on-time, prepared, and ready to learn.

Instructor's Course-Specific Information (As Needed)

<< Modify Section and insert any additional information & Delete Placeholder Text >>

WHERE DO I BEGIN?

1. **IF YOU ARE IN AN ONLINE SECTION**, make sure you complete the online orientation at: http://www.hccs.edu/online/.

   - Click on **Student Support** under HCC Online Services
   - Click on **Online Class Orientation** under Important Information
   - Click on the Semester link of your choice
   - Search for this course by choosing **Computer System Networking** or by entering the appropriate **CRN** number
   - Locate the course you have enrolled and click the **Online Orientation** link

2. **TO ACCESS OUR COURSE** go to http://eagleonline.hccs.edu.

   - Alternatively, you may go to http://www.hccs.edu. If you don't see the **MyEagle Student Sign-in** link at the top of your screen, scroll down to *College Links* (bottom right column) to select **Student Sign-in**, and then select *Eagle Online Canvas*.

3. **READ THE MAIN PAGE OF OUR CLASS WEBSITE** and then click on **MODULES**. Start with the first module, read each link in the module, and proceed to the second module.

4. Always check the class website AT LEAST twice a week.

5. **PURCHASE THE TEXTBOOK BUNDLE** as soon as possible. The textbook bundle is required in order to complete all the MyLab IT assignments. You will have a two-week temporary access available if needed, but the book must be purchased by the end of the two-weeks.

6. **DOWNLOAD OFFICE IF** you do not already have Word, Excel, PowerPoint and Access. More information is located in the second module of this course. If you are a Mac user you will not be able to download Access.

7. **IF YOU DO NOT LIVE IN THE HOUSTON AREA,** please notify your instructor immediately.

8. **PRINT OUT THE COURSE CALENDAR** found in this syllabus. Mark off each assignment as completed. This will help you stay on schedule.

9. **THE EAGLE ONLINE USER ID** will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID, you can look it up by visiting the HCC home page. YOU WILL NEED TO KNOW THIS USER ID AND PASSWORD WHEN YOU COME TO TAKE THE FINAL EXAM!!

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

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

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

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

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

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

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

Electronic Devices

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

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/   In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- Disability Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. –EGLS3 surveys are not offered during the Summer semester due to logistical constraints.
http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their

college for support. Furthermore, please notify the professor if you are comfortable in doing so.
This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

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

Disability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/ability-services/

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

Samir Saber: samir.saber@hccs.edu @ (713)718-7513