



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

BCIS 1405 Business Computer Applications Course Syllabus

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MyITLab CourseID: CRSKLUQ-6031227

Instructor	Name: Suma Rao Tel: 713.718.2066 (<i>P.S: I respond to email much quicker</i>) Office: 5601 West Loop South, Houston, TX 77081 Email: suma.rao@hccs.edu Website: learning.hccs.edu/faculty/suma.rao tc3.hccs.edu/raos NOTE: Firefox is the recommended browser for use with the Eagle Online 2 (EO2) website. You must have the Adobe Reader installed. You must have your browser set to allow POPUPS from our website! (More info listed below).		
Course Reference Number (CRN)	80528	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		
Course Semester Credit Hours (SCH) (Lecture, Lab)	Credit Hours 4.0 (Lecture 3, Lab 3)		
Course Location/Times	West Loop Room# 154 MoWe, 10am to 12pm	Total Course Contact Hours	96
Instructional Materials (Textbook)	Exploring Microsoft Office, 2nd Edition including MyITLab and Microsoft Office 2010 180 Day Subscriptions. Custom text for Houston Community College. By Grauer. ISBN-10: 1269219235		

	<p>ISBN-13: 9781269219235</p> <p>The textbook must be purchased from an HCC bookstore or directly from the publisher.</p> <p>(a) Students will be accessing an additional website during this course, the MyITLab website. You will need a MyITLab Access Code to setup MyITLab. 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 \$80. More information on this in Topic 5 of our course.</p> <p>(b) In addition, the instructor will supply you with a MyITLab Course ID to enroll in our MyITLab section. (If it is not listed here, check the Forums once you log into EO2.)</p> <p>MyITLab CourseID: CRSKLUQ-6031227</p>		
Instructional Methods (select one)	Web-enhanced (49% or less)	Type of Instruction (Lecture, Lecture/Lab, COOP, Practicum)	Lecture/Lab,
Course Length (number of weeks)	16 Weeks		

Course Requirement, Policy, and Course Calendar

Instructor's Requirements	<p>1. MATERIAL REQUIREMENTS</p> <ul style="list-style-type: none"> • 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 EO2. <p>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 \$80) that is used right away!</p> <ul style="list-style-type: none"> • FLASH - One USB Flash/Pen/Jump Drive (>1GB for saving assignment files) <p>2. TIPS FOR SUCCESS: 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.</p> <p>3. DO NOT PROCRASTINATE: You must have access to the necessary computer resources stated above. 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.</p> <p>4. STUDENT ATTENDANCE/PARTICIPATION IS MANDATORY: As a DE 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). 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 <u>before</u> the Last Day for Administrative/Student Withdrawals, <u>you may withdraw yourself</u>, or ask instructor to withdraw you. After the withdrawal date deadline, the instructor is not able to withdraw you. If you quit participating in the course <u>after</u> the Last Day for Administrative/Student Withdrawals, you will receive an F. This will apply to</p>
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	<p>all students. <u>Incomplete grades are rarely given.</u></p> <p>5. ACADEMIC DISHONESTY: Please refer to student hand book regarding cheating. Students may ask questions to other students, to myself, 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.</p> <p>6. PROFESSOR PARTICIPATION: I will normally respond to student requests between 1-3 days. Instructors are usually allowed up to two weeks to grade assignments, however, I will try to grade lab assignments within 7 days after the due date. All quizzes are self grading and students can see their results immediately. I will read all Blackboard Vista "Mail" every time I enter the course and normally will respond that same day. Thus, as your Professor, I expect to have regular contact with you during the semester. Most of this contact will be electronically within the Blackboard Vista environment. Most interaction will be via the Mail, Announcements and Discussion tools and grading of lab assignments.</p> <p>7. 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.</p> <p>8. MENINGITIS IMMUNIZATION REQUIRED FOR SPRING REGISTRATION 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. Beginning with Spring registration, November 7, students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions please go to http://www.hccs.edu/hccs/admissions-registration-center/new-student-general-admissions-steps/submit-meningitis-documentation</p>
<p>Software and Hardware Requirements</p>	<p>HARDWARE Adequate windows PC 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]).</p> <p>OPERATING SYSTEM Windows XP – SP2, Windows Vista, Windows 7 or 8</p> <p>WEB BROWSER Firefox or Internet Explorer web browser Firefox web browser to use for EO2 and MyITLab – free online at http://www.mozilla.com or Internet Explorer web browser to use for EO2 and MyITLab – free online at http://www.microsoft.com, click Downloads, and select the Download Center)</p> <p>ADOBE READER SOFTWARE free online at http://www.adobe.com, click Adobe Reader button located in the Downloads section</p> <p>INTERNET High speed Internet access (DSL or cable - dial up will NOT work)</p> <p>OFFICE 2010 SOFTWARE REQUIREMENTS You must have Office 2010 Professional (NOT FREE) software. A 180 day trial version of Office 2010 (on a CD) is bundled with your textbook (this includes Word 2010, Excel 2010, Access 2010 and PowerPoint 2010) if you do not have Office 2010. AGAIN: You must have Office 2010 on an accessible computer in order to complete the assignments. This means that you must have access to Word 2010, Excel 2010, Access 2010 and PowerPoint 2010.</p>

MyITLab SOFTWARE REQUIREMENTS MyITLab software will be used to access simulation exercises at the MyITLab website (<http://www.myitlab.com> - This is provided as part of your textbook when purchasing your books via the HCC bookstore or Publisher). You will be given installation instructions in Topic 5 of the course in EO2. Make sure you have the access code provided to you in your book bundle before beginning installation.

MyITLab SYSTEM REQUIREMENTS Please check the system requirements for MyITLab @ http://media.pearsoncmg.com/pegasus/system_requirements/system_requirements_5.html

Myitlab TECHNICAL HELP: Go to http://www.myitlab.com/Student_Support or you may call the Pearson MyITLab support line for help at (800) 677-6337 Monday through Friday, Noon to 8PM EST.

*NOTE: You must have **administrator rights** to install the MyitLab software and the Office 2010 trial!!!*

EAGLE ONLINE 2 DELIVERY OF INSTRUCTION: This course is delivered to the student using EO2 (educational delivery software). Basically, the EO2 website is where you will go to enter our virtual classroom! The Distance Education site has links to get you access to the correct EO2 course area.

EO2 USER ID: Your EO2 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. Please note, this is the same user id you may have used for Blackboard, but it will NOT be the same password. If you have never logged into EO2 (or Moodle) at HCC before, the password will be "distance":

- To log into EO2, go to <http://distance.hccs.edu> and click on the Course/Go To Class link. MAKE SURE AND COMPLETE THE ORIENTATION FIRST!
- [You may click here for extra login help.](#)

EO2 TECHNICAL HELP: Go to <http://distance.hccs.edu> and click on the EO2 Help Desk link. Within our EO2 course there is also a blue HELPDESK button located at the top p of the course.

USER IDs Make sure you keep track of your two user ids (one for EO2, and another one you will receive in Topic 5 for Myitlab).

POP UP? If a pop-up is blocked, you will need to set your pop-up blocker to allow pages from our EO2 site. The technical requirements section of the orientation will discuss how to allow pop-ups from EO2. 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. You will also need to allow pop-ups from Myitlab site. This is discussed within Topic 5 of our course.

Instructor Grading Criteria

Total Points	Grade
>= 900	A
800 - 899	B
700 - 799	C
600 - 699	D
<= 599	F
Failed due to lack of participation	FX

Course Calendar

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

Note: EO2Quiz/EO2Lab (Non-Myitlab assignments) are assignments that you will do on your PC and upload into EO2. The points for these assignments are designated below. Not all Topics will have this type of assignment. Non-Myitlab grades comprise 45% of your final grade.

Points allocated to Myitlab Assignment will be done on the Myitlab website or uploaded into Myitlab. All your Myitlab grades (Exams and Grader Projects) will be averaged together. Myitlab grades comprise 25% of your final grade.

For example, looking below we can see that Topic 10 Word Chapter 4 has a Myitlab Exam AND a Myitlab Grader Project worth 65 points. Topic 6 Office Fundamentals shows that there will be one Myitlab Exam and one EO2 quiz worth 20 points.

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

Due Dates (Thursdays)	Topics	Lecture/Exam Days	Assignment(s)	Points
Jan 23	Course Overview/Orientation	Jan13		
	Topic 1 (01GS) Getting Started	Jan15		
	Topic 2 (02IN) Introduction	Jan22	EO2 Quiz EO2 Forum Posting	10.0 10.0
Jan 30	Topic 3 (03FM) File Management	Jan27	EO2 Quiz EO2 Lab	10.0 50.0
	Topic 4 (04CC) Computing Concepts	Jan29	EO2 Quiz	20.0
Feb 06	Topic 5 (05MY) MyITLab	Feb03	EO2 Quiz MyIT Exam	15.0 12.5
	Topic 6 (06OF) Office Fundamentals	Feb05	EO2 Quiz MyIT Exam	20.0 12.5
Feb 27	Topic 7 (07W1) Word Chapter 1	Feb10	MyIT Exam	12.5
	Topic 8 (08W2) Word Chapter 2	Feb12	MyIT Exam MyIT Grader Project	12.5 12.5
	Topic 9 (09W3) Word Chapter 3	Feb19	MyIT Exam	12.5
	Topic 10 (10W4) Word Chapter 4	Feb21	MyIT Exam MyIT Grader Project*	12.5 65.0
Mar 27	Topic 11 (11E1) Excel Chapter 1	Feb24	MyIT Exam	12.5
	Topic 12 (12E2) Excel Chapter 2	Feb26, Mar05	MyIT Exam MyIT Grader Project	12.5 12.5
	WORD EXAM	Mar03		100.0
	Topic 13 (13E3) Excel Chapter 3	Mar17	MyIT Exam	12.5

	Topic 14 (14E4) Excel Chapter 4	Mar19, 24	MyIT Exam EO2 Lab	12.5 65.0
Apr 17	Topic 15 (15A1) Access Chapter 1	Mar26	MyIT Exam	12.5
	Topic 15 (15A1) Access Chapter 2	Mar31	MyIT Exam MyIT Grader Project	12.5 12.5
	EXCEL EXAM	Apr02		100.0
	Topic 17 (17A3) Access Chapter 3	Apr07, 09	MyIT Exam	12.5
	Topic 18 (18A4) Access Chapter 4	Apr14	MyIT Exam EO2 Lab	12.5 65.0
Apr 24	Topic 19 (19P1) Powerpoint Chapter 1	Apr16	MyIT Exam	12.5
	Topic 20 (20P2) Powerpoint Chapter 2	Apr21	MyIT Exam	12.5
	Topic 21 (21P3) Powerpoint Chapter 3	Apr23	MyIT Exam EO2 Lab	12.5 25.0
May 01	Topic 22 (22PR) HTML Project	Apr28, 30	EO2 Lab	50.0
May 01	Topic 23 (23FO) Final Exam Overview	Apr30	EO2 Quiz	20.0
	In-Class 21P3 Presentation (mandatory!)	May05		25.0
	ACCESS FINAL EXAM	May07		100.0
EO2 Quizzes/Forum Total				105
EO2 Labs Total				345
MyIT Exams/Grader Projects Total				250
Final Exam Total				300
Total				1000

*The lab assignment for Topic 10 (10W4) will be a separate project that the students will complete in MyITLab. It is worth 65 points. The points (grade) will be posted in EO2.

[Click here For Spring 2014 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" data-bbox="526 508 1435 848"> <thead> <tr> <th>Grade</th> <th>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>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. 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. 																				
Learning Objectives	TBA																				
Student Assignments	Refer to the course calendar																				
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 																				

	<p>presentation slideshow. Assessment criteria under development</p> <p>4. Demonstrate proper file management techniques to manipulate files and folders in a networked environment. Assessment criteria under development</p> <p>5. Apply proper formatting techniques to a document draft so that it models a previously formatted document. Assessment criteria under development</p> <p>6. Develop an algorithm that solves a problem. Assessment criteria under development</p> <p>7. Demonstrate the effective use of search engines to find reliable and relevant internet resources. Assessment criteria under development</p> <p>8. Create data that can be edited and kept current. Assessment criteria under development</p> <p>9. Demonstrate effective oral presentation skills using a slideshow (created with a presentation graphics program) as a visual aid. Assessment criteria under development</p>
<p>Program/Discipline Requirements</p>	<p>Instructors will use syllabus that will satisfy CurricuUNET requirements and improve on-going assessment of student-centered learning and teaching.</p>
<p>Academic Discipline/CTE Program Learning Outcomes</p>	<ol style="list-style-type: none"> 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
<p>SCANS and/or Core Curriculum Competencies: If applicable</p>	<p>Secretary's Commission on Achieving Necessary Skills (SCANS)</p> <ol style="list-style-type: none"> 1. C1: Allocates Time Students will learn to allocate time to perform each task (online course will emphasize this task more). 2. C5: Acquires and Evaluates Information Student will be able to identify need for data, obtain it from existing sources or create them, and evaluate information. 3. C6: Organizes and Maintains Information Students will learn to organize their assignments and manage to complete them with specific deadline. 4. C20: Maintains and Troubleshoots Technology Student will be able to prevent, identify or solve problems in machines, computers, and other technologies. 5. F10: Seeing Things in the Mind's Eye Student will be able to organize and process symbols, pictures, graphs, objects or other information. <p>Every semester, calendar based weekly learning material (reading, hands exercises for in-class, web enhanced, or online assignments, and scheduled quiz/test/exam) will be posted as part of the syllabus.</p>

HCC Policy Statement	
Access Student Services Policies on their Web site	http://hccs.edu/student-rights
Distance Education and/or Continuing Education Policies	
Access DE Policies on their Web site	<p>DE STUDENT SERVICES</p> <p>The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: http://de.hccs.edu/de/de-student-handbook</p>
Access CE Policies on their Web site for non-credit classes	http://hccs.edu/CE-student-guidelines