Computer Science Technology Department
Houston Community College

BCIS 1405 Business Computer Applications
Course Syllabus

Instructor	Name: Suma Rao Tel: 713.718.2066 *(P.S: I respond to email much quicker)* Office: 5601 West Loop South, Houston, TX 77081 Email: suma.rao@hccs.edu Website: tc3.hccs.edu/raos		
Course Reference Number (CRN)	76781	**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	DE/Online 24/7 using BlackBoard *(P.S: Complete DE* **Orientations** *at* http://de.hccs.edu/ *prior to accessing the course through* BlackBoard*)*	**Total Course Contact Hours**	96
Instructional Materials (Textbook)	Exploring Microsoft Office, 3rd Edition including MyItLab and Microsoft Office 2007 180 Day Subscriptions. Custom text for Houston Community. By Grauer Bundle ISBN-13: 9780558931223 Publisher: Pearson.		
Instructional Methods (select one)	Distance (100%)	**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	1. **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 the first module of the course in Blackboard.
	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!
	Please note: Many students have tried to purchase books online and realized that the above two options were actually cheaper. All students are required to purchase a special publisher key code to use for online testing that is only available from within our book bundles. If you purchase your textbook elsewhere, you will have to buy the keycode for approx. $80. If you purchase your books from HCC or the publisher this will automatically be included in your bundle.
	2. **Adequate Windows PC hardware** including a 1 GHz or faster CPU, 1GB or more of RAM, graphics card with 128 MB of memory, 4 GB of disk storage space and handle multimedia items (sound and maybe a microphone [suggested but not required this semester]).
	3. **Windows** XP – SP2, Window Vista, or Windows 7 Operating System
	4. **Internet Explorer version 6 or 7 or 8** (your web browser software)
	5. **High speed Internet access** (DSL or cable - dial up will NOT work)
	6. **REAL PLAYER software** (free online)
	7. **Adobe Reader software** (free online)
	8. **MyITLab software (This is provided as part of your textbook when purchasing your books via the HCC bookstore or Publisher)**
	9. **Windows PC (not a MAC)**
	10. **You must have administrator rights** to install the Myitlab software and the Office 2007 trial (if you don't already have Office loaded).
	11. **You must have Office 2007 Professional (NOT FREE) software.** A 180 day trial version of Office 2007 (on a CD) is bundled with your textbook (this includes Word 2007, Excel 2007, Access 2007 and PowerPoint 2007) if you do not have Office 2007. AGAIN: You must have Office 2007 on an accessible computer in order to complete the assignments. This means that you must have access to Word 2007, Excel 2007, Access 2007 and PowerPoint 2007. Note: You may use Office 2010, if so desired, though a few menu options may differ from your textbook. The difference is minimal.
	12. **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.
	13. **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.

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14. **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 *before* the Last Day for Administrative/Student Withdrawals, you may withdraw yourself, 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 *after* the Last Day for Administrative/Student Withdrawals, you will receive an F. This will apply to all students. Incomplete grades are rarely given.

15.**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.

16. **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.

17. **DE FINAL EXAM:** It will be similar to your BlackBoard Lab assignments. It is CLOSED-BOOK and ON-CAMPUS. **Failing the final exam results in failing the course, regardless of your previous grades.** COSC1436 DE final exam will take place at the **West Loop Campus** on **Fri-May 6th and Sat-May 7th** *(You can choose one of the days).* More information posted in BlackBoard learning module 21FO.

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Blackboard and MyITLab Requirements

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DE COURSE ORIENTATION: Each student is expected to complete the Distance Education Department's orientation BEFORE LOGGING INTO BLACKBOARD. You complete an orientation for each course you are taking. Click on the "Orientations" link on the Distance Education's home page at: http://de.hccs.edu

BLACKBOARD VISTA DELIVERY OF INSTRUCTION: This course is delivered to the student using Blackboard Vista (educational delivery software). The Distance Education site has links to get you access to the correct Blackboard Vista course area. Or, you may go to the web site directly at: http://hccs.blackboard.com

BLACKBOARD STUDENT USER ID: Your Blackboard 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:

- From www.hccs.edu, under the column "CONNECT", click on the "Student System Sign In" link
- Then click on "Retrieve User ID" and follow the instructions.

Or use the direct link to access the Student Sign In page: https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG
The default student password is "distance." Students will then be prompted to change their password after their first login. Please visit the DE Technical Support website if you need additional assistance with your login.

BLACKBOARD TECHNICAL HELP: HCC has contracted with Blackboard and Presidium Learning

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to establish a 24/7 support environment to provide comprehensive technical help desk services for all users (students, faculty, and staff). There will be a 24/7 toll-free phone service, a comprehensive online Blackboard Vista knowledge base, real-time chat and the ability to submit and track a "trouble ticket". When entering blackboard, click on the Student Help link at the bottom of the login screen. More information is included in the Web Links area of the course, and in the FAQ area of the Discussions.

SECURITY POP UP? When you first log in to Blackboard Vista a Security Pop Up will appear asking for verification on the Digitial Signature. Click RUN! If you ignore this pop up you will not be able to submit/upload files from your PC into blackboard. If you have problems uploading files later on in the course, make sure and call the tech support line for help. You will then also need to make sure that you are allowing Blackboard pop-ups. This is covered in the first module, but you can call either of the helpdesks for more information.

MYITLAB: The course materials are available under Blackboard. However, all students in this course will need to access the http://www.myitlab.com website to complete other assignments. This site will require you to install information on your computer. This will be provided in the book bundle if you purchase the book bundle from HCC or the publisher.

MyITLab Course ID: **CRSABBZ-817877***(after MyITLab installation, use this code to register to the course)*

Instructor Grading Criteria		

Total Points (Percentage)	Grade
900 - 1000 (90% - 100%)	A
800 - 899 (80% - 89.9%)	B
700 - 799 (70% - 79.9%)	C
600 - 699 (60% - 69.9%	D
0 - 599 (0% - 59.9%)	F

Course Calendar

Suggested Completion/ Due Dates	Cut Off Dates	Learning Module	Assignments Type & Points Distribution			
			BBQuiz (10%)	BBLab (40%)	MyITLab (20%)	Exams (30%)
N/A	N/A	Course Overview/Orientation	0	0	0	0
Feb 01	Unlimited	01IN – Introduction	20	0	20	0
Feb 08	Feb 10	02FM – Files Management	20	40	0	0
Feb 08	Feb 10	03CC – Computing Concepts	20	10	0	0
Below modules (04OF to 21FO) will be released after 01IN-Quiz has been completed with 100% accuracy						
Feb 15	Feb 17	04OF – Office Fundamentals	20	0	20	0
Mar 01	Mar 03	05W1 – Word Tutorial 1	0	70	40	0
		06W2 – Word Tutorial 2				
		07W3 – Word Tutorial 3				
		08W4 – Word Tutorial 4				
Mar 29	Mar 31	09E1 – Excel Tutorial 1	0	70	40	0
		10E2 – Excel Tutorial 2				

		11E3 – Excel Tutorial 3				
		12E4 – Excel Tutorial 4				
Apr 19	Apr 21	13A1 – Access Tutorial 1	0	70	40	0
		14A2 – Access Tutorial 2				
		15A3 – Access Tutorial 3				
		16A4 – Access Tutorial 4				
Apr 26	Apr 28	17P1 – PowerPoint Tutorial 1	0	70	40	0
		18P2 – PowerPoint Tutorial 2				
		19P3 – PowerPoint Tutorial 3				
May 03	May 05	20PR – Project Overview	0	70	0	0
May 03	May 05	21FO – Final Exam Overview	20	0	0	0
Fri-May06 and Sat-May07 *(Choose One)*		**Final Exam @ West Loop Center** *(On Word, Excel, and Access)*	**0**	**0**	**0**	**300**
		Total	**100**	**400**	**200**	**300**

The above due dates are established so as to prevent "Procrastination" on your part. It is "strongly suggested" that students set a regular study schedule. This will allow them to complete materials on or before the **"Due Date"**. Students that work ahead will be able to handle unexpected situations that will occur in their life. Not working ahead might cause them to miss the due date for a Learning Module. Assignments not received and quizzes not taken by the **"Cut Off Date"** for a Learning Module will not be received and will be given the grade of zero.

Assignments must be submitted and quizzes taken by 11:55:00 PM (on OUR CLOCK) on the **"Cut Off Date"**. The **"Due Date"** is when we highly recommend finishing the module. The "**Cut Off Date"** is when the module MUST be submitted and is *the last possible date you can turn in the assignment*. Remember, you can always turn in assignments before the **"Due Date"**, but never after the **"Cut Off Date"**. We have placed all due dates on a Tuesday and cut-off dates on a Thursday to help students remember upcoming deadlines.

If you are having problems completing course materials on time (by the "Cut Off Date"), email the instructor and notify the reason so that you will not be dropped from the course. 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 (too poor to buy one until payday) – DON'T BE SURPRISED IF THE INSTRUCTOR SIMPLY SAYS, "You should withdraw from the course".

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 something is "Due".

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.

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<td>HCC Grading Scale</td>
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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

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.

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<td>Course Student Learning Outcomes (SLO)</td>
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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.

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<td>Learning Objectives</td>
<td>TBA</td>
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<td>Student Assignments</td>
<td>Refer to the course calendar</td>
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<td>Student Assessment(s)</td>
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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**

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	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. 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	Secretary's Commission on Achieving Necessary Skills (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 Mind's 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://hccs.edu/student-rights
Distance Education and/or Continuing Education Policies	
Access DE Policies on their Web site	http://de.hccs.edu/de/de-student-handbook
Access CE Policies on their Web site for non-credit classes	http://hccs.edu/CE-student-guidelines
Competencies: If applicable	