Computer Science Technology Department
Houston Community College
Central College
Department Phone Number: 713-718-6427

NOTE: MENINGITIS IMMUNIZATION REQUIRED FOR FALL 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. All 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

BCIS 1405 Business Computer Applications
Course Syllabus
Fall 2012

Instructor	Name: Professor Tahereh Jafari		
	Tel: 713-718-6427		
	Please note: I respond to email much quicker than I respond to phone messages.		
	Office: Room 206 in the J. Don Boney building		
	Office Hours: By appointment as needed		
	Email: Tahereh.Jafari@hccs.edu		
	MyITLab Course ID: Will be supplied in Eagle Online.		
	(This Coursed ID is used for Enrolling into your course in MyITLab)		
	NOTE: This course will use the Eagle Online website.		
	You must have the Firefox browser for use with the Eagle Online website.		
	You must have the Internet explorer browser for use with Myitlab.com.		
	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)	**20696, 20979 – On Campus 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: 20696 – On-Campus Section**
	    Meeting: Mon & Wed, 10am to 12 noon, JDB207, Central College
	    Plus – Delivered via the Internet – 24/7 at your convenience
	    Access course through Eagle Online Website
	Class Platform: This is a Web Enhanced class and is offered both in classroom and electronically. Practices, exercises, assignments, projects, exams, online discussion, emails, team works, or lecture in eFormat may be conducted using Eagle Online, MyITlab, Cisco Academy Network, or other platforms. Every student who is registered for Web Enhanced class is granted an access to the class through Eagle Online.
	
	CRN: 20979 – On-Campus Section
	    Meeting: Mon & Wed, 1pm to 3pm, JDB207, Central College
	    Plus – Delivered via the Internet – 24/7 at your convenience
	    Access course through Eagle Online Website
	Class Platform: This is a Web Enhanced class and is offered both in classroom and electronically. Practices, exercises, assignments, projects, exams, online discussion, emails, team works, or lecture in eFormat may be conducted using Eagle Online, MyITlab, Cisco Academy Network, or other platforms. Every student who is registered for Web Enhanced class is granted an access to the class through Eagle Online.

Total Course Contact Hours	96
Instructional Materials (Book and MyITLAB)	Exploring Microsoft Office, 3rd Edition including MyItLab and Microsoft Office 2010 180 Day Subscriptions. Custom text for Houston Community College. By Grauer. **Bundle ISBN-13: 9781256117476** Publisher: Pearson. The textbook must be purchased from an HCC bookstore or directly from the publisher. (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. (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 Eagle Online.)

Instructional Methods	**Inclass:** Face to Face/Web-enhanced (49% or less)	**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 Distance Education 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. 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 Eagle Online.

   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!

3. **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]).

4. **Windows** XP – SP2, Window Vista, or Windows 7 Operating System

5. **Internet Explorer version 7 or 8 or 9** (web browser to use for Myitlab – free online at http://www.microsoft.com, click Downloads, and select the Download Center)

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

7. **Adobe Reader software** (free online at http://www.adobe.com, click Adobe Reader button located in the Downloads section)

8. **High speed Internet access** (DSL or cable - dial up will NOT work)

9. **MyITLab software** to be used to access simulation exercises at the MyITLab website (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. Make sure you have the access code provided to you in your book bundle before beginning installation.

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

11. You must have **administrator rights** to install the Myitlab software and the Office 2010 trial (if you don't already have Office loaded).

12. 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.**

13. 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.

14. 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.

15. STUDENT ATTENDANCE/PARTICIPATION IS MANDATORY: As a DE 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). On-Campus students may be withdrawn if the student is absent 12.5% of class which is 4 class periods. 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 the 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 FX for your grade. If you receive an FX as your grade, you may or may not have to return the financial aid. This will apply to all students. <u>Incomplete grades are rarely given</u>. **Some students think they will automatically be withdrawn if they quit participating. That is NOT always the case.**

16. 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.

17. **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"**.

18. 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"**.

    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.

<u>One special note:</u> Failing the Final Exam (less than 60%) may cause you to fail the course regardless of what your grades have been on the assignments. Final grade will be determined by your Instructor.

The **Final Exam** will cover Word, Excel, and Access. We anticipate that most and maybe all of the exam will be similar to the myitlab assignments. However, it may include hands on assignments using the Office 2010 software. It is CLOSED BOOK and ON-CAMPUS. There will not be any quiz type questions on the final, though we have not yet decided what percentage (if any) will include myitlab assignments vs. hands-on assignments. If you do not pass the final, I assume you have not truly learned the use of the software, thus you will fail the class.

19. The **Final Exam:**
    Distance Ed classes require an on-campus visit. It is scheduled for: Friday 10AM - 8PM, Dec 7th, and Saturday 9AM - 3PM, Dec 8th, at the J. Don Boney building at the Central Campus which is located at 1300 Holman. The exam will be limited to 2 hours unless a student has ADA accommodations. You will go to room 206 to check in for the final. (Be sure to arrive no later than 6PM on Friday or 1PM on Saturday in order to have 2 hours to take the exam. If you are an ADA student and are to receive 3 hours for testing time, then you must arrive no later than 5PM on Friday or no later than 12 noon on Saturday.) Students are expected to pick which day they will attend for these exams. Potential conflicts should be resolved individually with your Instructor. ***Additional information will be provided in the "Topic 23 – Final Exam Overview".***
    On Campus class will take the exam Thursday 10AM – 12 Noon December May 10th in room JDB213.

Eagle Online and MyITLab Requirements

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

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. 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 Eagle Online (or Moodle) at HCC, the password will be "distance":

- To log into Eagle Online, 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.

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

POP UP? **If a pop-up is blocked, you will need to set your pop-up blocker to allow pages from our Eagle Online site.** *The technical requirements section of the orientation will discuss how to allow pop-ups from Eagle Online. 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!*

MYITLAB: The course materials are available under Eagle Online. 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. More information on this in a later topic.

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.

POP UP? You will also need to allow pop-ups from our Myitlab site. This is discussed within Topic 5 of our course.

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

Note: Eagle Online assignments are assignments that you will do on your PC and upload into Eagle Online. The points for these assignments are designated below. Not all Topics will have this type of assignment.

Myitlab Assignments will be done on the Myitlab website or uploaded into Myitlab. All your Myitlab grades (Exams and Grader Projects) will be averaged together. The approx. *points* for Myitlab assignments are designated below. Myitlab grades comprise 25% of your final grade.

For example, looking below we can see that Topic 14 Excel Chapter 4 has a Myitlab Assignment worth 12.5 points AND an Eagle Online assignment which will be uploaded in Eagle Online worth 65 points. Topic 6 Office Fundamentals shows that there will be one Myitlab assignment worth 12.5 points and one Eagle Online quiz worth 20 points.

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

Wk	Class Date	Topics	Due Date (Tuesdays @ 11:55pm)	*Points Eagle Online Assignments (if any)	*Points Eagle Online Quiz (if any)	*Points Myitlab Exams/ Assignments
1	Aug 27	Become comfortable with the course and complete: Topic 1 (01GS) Getting Started Topic 2 (02IN) Introduction	Sep 4 (Tue)	10	10	
1	Aug 29	Topic 3 (03FM) File Management	Sep 4 (Tue)	50	10	
	Sep 3	**Labor Day – Office Closed**				
2	Sep 5	Topic 4 (04CC) Computing Concepts Topic 5 (05MY) Myitlab	Sep 11 (Tue) Sep 11 (Tue)		20 15	12.5
3	Sep 10	Topic 6 (06OF) Office Fundamentals	Sep 18 (Tue)		20	12.5
3	Sep 12	Topic 7 (07W1) Word Chapter 1				12.5
4	Sep 17	Topic 8 (08W2) Word Chapter 2				**25.0**
4	Sep 19	Topic 9 (09W3) Word Chapter 3				12.5
5	Sep 24	Topic 10 (10W4) Word Chapter 4	Oct 2 (Tue)	**65***		12.5
5	Sep 26	Topic 10 (10W4) (Cont)				
6	Oct 1	**Word Exam (in Myitlab)**				**100.0**
6	Oct 3	Topic 11 (11E1) Excel Chapter 1				12.5
7	Oct 8	Topic 12 (12E2) Excel Chapter 2				**25.0**
7	Oct 10	Topic 13 (13E3) Excel Chapter 3				12.5
8	Oct 15	Topic 14 (14E4) Excel Chapter 4	Oct 23 (Tue)	65		12.5
8	Oct 17	Topic 14 (14E4) Excel (Cont)				
9	Oct 22	**Excel Exam (in Myitlab)**				**100.0**
9	Oct 24	Topic 15 (15A1) Access Chapter 1				12.5

10	Oct 29	Topic 16 (16A2) Access Chapter 2				**25.0**
10	Oct 31	Topic 17 (17A3) Access Chapter 3				12.5
	Nov 2	**Last Day for Administrative/Student Withdrawals by 4:30pm**				
11	Nov 5	Topic 18 (18A4) Access Chapter 4	Nov 13 (Tue)	65		12.5
11	Nov 7	Topic 18 (18A4) (Cont)				
12	Nov 12	Topic 19 (19P1) PowerPoint Chapter 1				12.5
12	Nov 14	Topic 20 (20P2) PowerPoint Chapter				12.5
13	Nov 19	Topic 21 (21P3) PowerPoint Chapter 3	Nov 27 (Tue)	50		12.5
13	Nov 21	Topic 21 (21P3) PowerPoint (Cont)				
	Nov 22-25	**Thanksgiving Break- no instructor interaction**				
14	Nov 26	Topic 22 (22PR) HTML Project	Dec 4 (Tue)	50		
14	Nov 28	Topic 22 (Cont) and PPT Presentations				
15	Dec 3	PowerPoint Presentations				
15	Dec 5	Topic 23 (23FO) Final Exam Overview			20	
16	Dec 10 or Dec 12	**Final Exam – Access Only (In MyItLab)**				100.0
		Total Points (1000 points)		**355**	**95**	**550**

*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 Eagle Online.**

1. Work on MYITLAB through-out the semester
2. All MyITlab Exams and Grader Projects will comprise 25% (250 points) of your final grade
3. All MyITlab Assignments due on 12/6/12

HOLIDAYS and Important Dates:
Aug 24 – Last Day for 100% Refund
Aug 26 – Last Day for Drop/Add/Swap/Registration Ends (Online Only)
Aug 27 – Classes Begin
Aug 27-Sept. 12 – 70% Refund
Sept 3 – Offices Closed - Labor Day Holiday
Sept 10 – Official Date of Record
Nov 2 – LAST DAY FOR Administrative/Student WITHDRAWALS – 4:30pm
Nov-22-25 – Offices Closed – Thanksgiving Holiday
Dec 7 or 8 – DE FINAL EXAM – Central College – Room 206, J. Don Boney Bldg.
Dec 10-16 – On Campus Classes Final Exams

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><tr><th>Grade</th><th>GPA Points</th></tr><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></table> 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.
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 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.

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4. C18: Selects Technology

   Students will use flowcharts to understand the subject. Students will select appropriate compiler to run program.

5. C20: Maintains and Troubleshoots Technology

   Student will be able to prevent, identify or solve problems in machines, computers, and other technologies.

6. F9: Problem Solving

   Students will learn problem-solving methodology (pseudo code).

7. 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.

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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:	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://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	