

## BCIS 1405 – Business Computer Applications

### Semester – Fall 2010

#### **CRNs: 46944, 47404 & 47406 – Distance Education Sections**

Delivered via the Internet – 24/7 at your convenience

Using Blackboard Vista (go to: <http://online.hccs.edu>)

#### **CRN: 48846 – On-Campus Section**

Meeting: Tue & Thur, 10am to 12 noon, JDB213, Central College

Plus – Delivered via the Internet – 24/7 at your convenience

Using Blackboard Vista (go to: <http://hccs.blackboard.com>)

**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 Blackboard, MyItLab, Cisco Academy Network, or other platforms. Every student who is registered for Web Enhanced class is granted an access to the class through Blackboard.

Professor:	David Wesley Anthony - Phone 713-718-7247 (Leave a Voice Message) Please note, I respond to email much quicker than I respond to phone messages.
Regular E-mail:	<a href="mailto:wes.anthony@hccs.edu">wes.anthony@hccs.edu</a>
Faculty Web Page:	<a href="http://tc3.hccs.edu/AnthonyW">http://tc3.hccs.edu/AnthonyW</a>
Office Hours:	Tue & Thur, 9am-10am, JDB213, Central College Tue & Thur, 12-12:30pm, JDB213, Central College And by appointment as needed
Access to Blackboard	<a href="http://hccs.blackboard.com">hccs.blackboard.com</a>
Orientation:	<a href="#">Click here to Access Your Distance Education Orientation</a>
Access to myitlab:	<a href="http://www.myitlab.com/">http://www.myitlab.com/</a>
MyITLab Course ID:	CRSABK6-215288 (This Course ID is used for Enrolling into your course in MyITLab)

**Complete Syllabus:** The course syllabus consists of this instructor provided section and three other items. Please click on the following links and print out the additional information:

1. [Catalog Entry and Text Book](#) (specific to this course and the ISBN should be 9780558809713. But the bundle may have ISBN 978-055858104-6 on it. Both numbers are correct.)
2. [Course Content](#) (specific to this course)
3. [Standard Department Syllabus](#) (Click here for IMPORTANT REQUIRED READING)

These three parts are prepared by the Computer Science Technology Department and are available on the department web site at: <http://csci.hccs.edu> under “Students Area” then “Computer Science Course Descriptions” for the BCIS1405 course. They are also linked inside the Blackboard Vista course under the “Syllabus” icon on the Course Contents menu item.

### **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.

**Blackboard Vista Delivery of Instruction:** This course is delivered (or partially delivered (Web Enhanced)) to the student using Blackboard Vista (educational delivery software). The course materials were prepared by a group of instructors. Students will log in to Blackboard in order to view all course materials.

**Required Materials:** This course requires the use of:

1. **TEXTBOOK BUNDLE**—The ISBN number **978-055858104-6** is for the bundle that contains (1)the textbook, (2)a 180 trial version of Office 2007 Professional, and (3)a special access code for myitlab. You need to purchase the bundle from the HCC bookstore. More information is covered in the first module of the course. You will fall behind in the course if you do not purchase and complete the 01IN-Introduction learning module during the first week of the course.

**Please note:** Many students have tried to purchase books online and realized that the HCC bookstore option was actually cheaper than buying the book and the myitlab code separately from the publisher. All students are required to have the myitlab access code that is only available from within our book bundles or from the publisher. If you purchase your textbook elsewhere or decide to share a textbook, you will still have to buy the myitlab access code from the publisher which can be obtained at [www.myitlab.com](http://www.myitlab.com).

**NOTE: Modules 2 and 3** of the course can be completed without your textbook bundle. However, do not procrastinate purchasing your textbook bundle. You will need to acquire the bundle within the first 10 days of the course or you will not be able to complete Module 1 or modules after the third module.

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 or Window Vista or Windows 7 Operating System**
4. **Internet Explorer as your web browser software. You can use version 6, 7 or 8** (Be sure to select the 32-bit version for Internet Explorer version 8. )
5. **High speed Internet access** (DSL or cable - dial up will NOT work)
6. **REAL PLAYER** software (free),
7. **Adobe Reader** software (free)
8. **MyITLab** software (We provide instructions for this)
9. and **Office 2007 Professional** (NOT FREE) software (however a 180 day trial version of Office 2007 (on a CD) is bundled with your textbook and this includes Word 2007, Excel 2007, Access 2007 and PowerPoint 2007).

**a. You must have Office 2007 Professional 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, though the difference is minimal.*

- b. If you encounter problems with your computer resources, you must be able to go to an open lab here at the college that has the software.
- c. The final exam will be given on equipment with Office 2007 Professional only and MyITLab, so you must be familiar with both Office 2007 Professional and MyITLab.
- d. You must have Administrator rights on your PC in order to install Office 2007 trial version and MyITLab, which may or may not be a problem if you are using a work PC!
- e. **You must have a Windows PC operating system (not a MAC or a UNIX operating system) in order to do most of our assignments!!!**

**Academic Dishonesty:** Academic dishonesty (aka., cheating) is taken seriously. **All work must be done independently (this means do your own typing).** You may always ask your instructor for help. You can even ask friends and family for help in order to gain a better understanding of certain *concepts*. However, **you must start and finish the work independently.** If you are sharing a computer or book with another student, you must keep your work in separate folders, and start and complete the work independently. It is very easy to determine if files have been copied and modified, etc... Copying a file from another student, and then making minor changes to that file is cheating. Normally you will receive an "F" in this course for Academic Dishonesty. Additional information is inside of the BlackBoard Vista course materials.

**Acceptance Guidelines:** Not all people are well suited for independent study. A general set of guidelines is used to determine if you should be accepted into the Distance Education sections of BCIS1405. These guidelines will require you to:

1. Be self motivated or self starter: This usually means having completed at least 6 credit hours of college and having a cumulative GPA of 2.5 or better. Exceptions must be approved by the instructor.
2. Meet the course prerequisites: This means being ready for ENGL1301 and MATH1314 (i.e. no remediation needed) and high school computer literacy or equivalent.
3. Already be familiar with microcomputers by having used:
  - a. One of the following Windows Operating systems: Windows 95, Windows 98, Windows ME, Windows 2000 Pro, Windows XP, Windows Vista, or Windows 7
  - b. A word processing software product
  - c. A spreadsheet software product
  - d. An Internet browser
  - e. **Files and folders. This means that you should be able to create, rename, delete, locate, move and copy files and folders. You should also be familiar with switching between the icon view and the details view in My Computer/Windows Explorer. A basic understanding of the above file management skills is required.**
4. Have access to computer resources:
  - a. **either**, have adequate hardware with software installed on a computer at home or work including adequate Internet access with DSL or cable speed
  - b. **or**, be able and willing to use open lab times provided by the college to complete the course.

- c. 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 Due Dates to allow for these types of situations. Start work early and submit your work early and you should not have a problem.

**Student Attendance/Participation is Mandatory:** As a Distance Education 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 (this course is based on a 1000 point scale). **The withdrawal deadline is Nov. 18<sup>th</sup> at 4:30pm.** If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the withdrawal deadline. If you quit participating in the course ***after*** the Last Day for Administrative/Student Withdrawals (Nov 18<sup>th</sup>, 4:30pm), you will receive an F. This will apply to all students. Incomplete grades are rarely given. **Some students think they will automatically be withdrawn if they quit participating. That is NOT always the case.**

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 Announcements, Discussions and Mail tools and the grading of lab assignments.

**Professor Participation:** I will normally enter the course via Blackboard Vista every business day (Monday thru Friday unless it's a Holiday), however for a variety of reasons (sick, out of town, computer broken, internet connection not working, etc.) I may not enter the course on a given day. Often I will enter the course more than once on a business day. I will usually enter the course on Saturday, but not always. Sometimes, I will enter the course on Sunday. Thus, it might appear that you have 24/7 instructor response and you could **wrongfully expect immediate response to all your needs.** I will try to respond quickly and you should normally have a response **within 3 business days,** so don't panic if you don't get a response in 30 minutes.

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" for the assignment. All quizzes and MyITLab assignments 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. Once in a while a student's question requires a couple of days for me to research his question to allow me to formulate a good (correct) response.

**Information for Students with Disabilities:** Refer to the "Standard Department Syllabus" located above in the COMPLETE SYLLABUS area.

**Final Grade:** Your final grade will be posted within your Blackboard Vista course; however official grades are provided to students by the Registrar and are available shortly after the end of the semester. There is no other official method of posting a student's final grade. Final grades will not be given over the telephone by either the professor or any HCCS employee. If you need an official transcript, see the registrar and request a transcript be sent after posting of the grades for the semester.

During the course, your progress (lab assignment and quiz scores) will be reported to you via the “My Grades” feature within Blackboard Vista. You can also check your MyITLab grades from [www.myitlab.com](http://www.myitlab.com). You should check this regularly to confirm your progress in the course is current.

**US Mailing Address, Telephone and Email Address:** Make sure that your address is correct on your student ID card and that HCC has your correct telephone and email information.

**Detailed Course Evaluation:** There will be a 1,000 point system used to determine the grade for this course. A student earning 900-1000 points will receive an A, 800-899 will receive a B, 700-799 will receive a C, 600-699 will receive a D, and 0-599 will receive an F.

**Class Schedule:** The below 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. Blackboard Vista Quizzes not taken and assignments not received by the “Due Date” for a Learning Module will not be accepted late and will be given the grade of zero. Problems should be discussed with your instructor prior to the “Due Date”.

**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”.

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.

**See below for schedule:** \*Note: The Points columns include the Blackboard Quiz and Blackboard Assignment grades. Almost each module, however, has an assignment in MyITLab. The MyITLab grades are averaged together and entered as one grade into Blackboard at the end of the semester. You can view them individually in myitlab by . The grades from myitlab will comprise of 20% of your total grade.

Wk	Pr	Class Date	Learning Module	Due Date	BBV Quiz Points	BBV Lab Points	MyItLab Approx Points
		Aug 28	16 Week Semester Begins				
1	1	Aug 31	Classes Begin - Orientation	N/A			
1	2	Sep 2	01IN – Introduction	Sep 7	20		12
		<b>Sep 6</b>	<b>Labor Day - no instructor interaction</b>				
2	3	Sep 7	02FM – Files Management	Sep 14	10	50	
2	4	Sep 9	03CC – Computing Concepts	Sep 14	20	10	
<b>Remaining learning modules released after perfect score on 01IN – Introduction Quiz.</b>							
3	5	Sep 14	04OF – Office Fundamentals	Sep 21	15		11
3	6	Sep 16	Catch-up or Work Ahead	N/A			
4	7	Sep 21	05W1 – Word Chapter 1	Sep 28	5		11
4	8	Sep 23	06W2 – Word Chapter 2	Sep 28	5	<b>25*</b>	11
5	9	Sep 28	07W3 – Word Chapter 3	Oct 5	5		23
5	10	Sep 30	08W4 – Word Chapter 4	Oct 5	5	25	11
6	11	Oct 5	Catch-up or Work Ahead	N/A			
6	12	Oct 7	09E1 – Excel Chapter 1	Oct 12	5		11
7	13	Oct 12	10E2 – Excel Chapter 2	Oct 19	5	<b>25*</b>	11
7	14	Oct 14	11E3 – Excel Chapter 3	Oct 19	5		11
8	15	Oct 19	12E4 – Excel Chapter 4	Oct 26	5	25	11
8	16	Oct 21	Catch-up or Work Ahead	N/A			
9	17	Oct 26	13A1 – Access Chapter 1	Nov 2	5		11
9	18	Oct 28	14A2 – Access Chapter 2	Nov 2	5	<b>25*</b>	11
10	19	Nov 2	15A3 – Access Chapter 3	Nov 9	5		11
10	20	Nov 4	16A4 – Access Chapter 4	Nov 9	5	25	11
11	21	Nov 9	Catch-up or Work Ahead	N/A			
11	22	Nov 11	17P1 – PowerPoint Chapter 1	Nov 16	5		11
12	23	Nov 16	18P2 – PowerPoint Chapter 2	Nov 23	5		11
12	24	Nov 18	19P3 – PowerPoint Chapter 3	Nov 23	5	100	11
		Nov 18	<b>4 :30pm - Last Day for Administrative/Student Withdrawals</b>				
13	25	Nov 23	Catch-up or Work Ahead	N/A			
		<b>Nov 25</b>	<b>Thanksgiving Day - Nov 28 College Closed - no instructor interaction</b>				
14	26	Nov 30	20PR – Project (HTML Materials)	Dec 7		30	
14	27	Dec 2	To Be Announced	N/A			
15	28	Dec 7	21FO – Final Exam Overview	<b>Dec 7</b>	20		
15	29	Dec 9	Review	N/A			
		Varies	Final Exam				300
		<b>Total</b>	<b>Grand Total is : 1000 points</b>	<b>N/A</b>	<b>160</b>	<b>340</b>	<b>500</b>

\* The lab assignment for 06W2, 10E2, and 14A2 will be 3 separate projects that the student will complete in myitlab. The gradebook will show the cumulative grade for these 3 projects under the column heading Projects from myitlab.

**Final Exam Information:** Your final exam period varies depending on which section you are registered. The schedule is:

DE Testing	Final Exam – DE Students	Dec 10 <sup>th</sup> or Dec 11 <sup>th</sup> (on-campus)
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[Click Here for a list of official HCC Fall 2010 dates](#)

The grading scale is as follows:

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%)

**One special note: Failing the Final Exam (less than 60%) will cause you to fail the course regardless of what your grades have been on the assignments.**

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 2007 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.

#### **The Final Exam:**

**Distance Ed** classes requires an on-campus visit. It is scheduled for: Friday 10AM - 8PM, Dec. 10<sup>th</sup>, and Saturday 9AM - 3PM, Dec. 11<sup>th</sup>, 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. (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 "21FO – Final Exam Overview" learning module within the course.**

**On Campus** class will take the exam Thursday 10AM – 12 Noon Dec. 16<sup>th</sup> in room JDB213.

## **BlackBoard Vista Access**

**For on-campus students:** *We will show you how to access the course on the first day of class. Please, wait until the instructor walks you through it.*

**For distance education students:**

**DE Course Orientation:** Each student is expected to complete the Distance Education Department's orientation. 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/portal/site/de/>

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/>

When you get to BlackBoard Vista website, follow the “Notice to Students”.

**BlackBoard Student User ID:** Your student login user id will be your **HCC User ID (sometimes referred to as the “W” number)**. All HCC students have a unique User ID. It is the same number you used for class registration. The default student password will still be “distance.” As always, students will then be prompted to change their password after their first login.

If you do not know your User ID you can look it up by visiting the HCC home page:

- From [www.hccs.edu](http://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>

## **Blackboard Technical Support for HCC – For all students**

HCC has contracted with Blackboard and Presidium Learning 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.

## **MyITLab Items**

**MyITLab Student User ID:** During the MyITLab registration (included in our first module), you will be creating an ID that will be used to access MyITLab (a simulated training/exam environment). This ID will probably be in the form of an email account, and it will only be used to access MyITLab. Make sure you keep both your Blackboard and MyITLab student ids and passwords in a safe location!!!!

**MyITLab Technical Help** - HCC has contracted with Pearson Publishing to establish a 24/7 support environment to provide comprehensive technical help desk services for all users (students, faculty, and staff). When entering MyITLab, click on the Support link at the top right, after you login. 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 Digital 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 also need to make sure that you are allowing **MyITLab pop-ups**. This is covered in the first module, but you can call either of the helpdesks for more information.