

Computer Science Technology Department
Houston Community College

Last Updated: 9/25/2009

BCIS 1405 – Business Computer Applications

Semester – Fall 2009 – Second Start

CRN: 25207 – On-Campus Section

Meeting: Saturday, 10am-2 pm, Room 119, Gay Hall

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

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

Professor:	Sherin K. George - Phone 713-718-6427 (Leave a Voice Message) Please note, I respond to email much quicker than I respond to phone messages.
Regular E-mail:	sherin.george@hccs.edu
Faculty Web Page:	http://tc3.hccs.edu/georges
Office Hours:	Saturday, 9:30am-10:00am, GAYHL119, Gay Hall-Central College And by appointment as needed
MyITLab Course ID:	CRSAB7N-41967 (this is used for MyITLab Enrolling into your course)

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)
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 (Only the On-Campus Students): 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. Distance Education students may also choose to use a flash drive for portability and security of your data.

Blackboard Vista Delivery of Instruction: This course is delivered (or partially delivered if an on-campus - Web Enhanced section) to the student using Blackboard Vista (an educational delivery

software). The course materials were prepared by a group of instructors assigned to build this course incorporating the new Office 2007 software.

Required Materials: This course requires the use of:

1. **TEXTBOOK BUNDLE**—The ISBN is for the bundle that contains the textbook, a 180 trial version of Office 2007 Professional, and a special access code for MyITLab. This is the first semester that we are using this book and the MyITLab software; therefore, you need to purchase the bundle from the HCC bookstore. If you would like to purchase the textbook bundle online, you may purchase it directly from the publisher at www.mypearsonstore.com (use the ISBN number located in the Catalog Entry and Text Book link above as long as you are not using financial aid). More information is covered in the first module of the course.

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.

If you decide to share a book, there is a special access code for MyITLab that is supplied with the bundle but each person will need their own access code. This additional access code can be purchased separately from the publisher for \$65.

2. **Adequate 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 operating system**
4. **Internet Explorer version 6 or 7** (your web browser software)
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. **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.**
- 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. Windows 95, Windows 98, Windows ME, Windows 2000 Pro, Windows XP or Windows Vista
 - 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 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** (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 (4:30 pm., Nov 19th), you should contact your instructor and discuss having him properly withdraw you so that you will receive a W. **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.

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. In recent semesters, I have tried to grade all assignments within 2 to 3 days after they are submitted by students. 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 their 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. 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 per the following:

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”. 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. You can view them individually in MyITLab. MyITLab items done during the term will comprise of 20% of our total grade.

NOTE: Distance Education students are paced as if they were on-campus students taking the course on a Tuesday/Thursday schedule and will need to complete materials on-time. Additionally, some of the due dates might fall on days when the college campus is closed (Spring Break, Easter and Thanksgiving) however, the internet connections to Blackboard Vista will normally be working and you will have access to the course for the submission of your assignments as well as taking quizzes, learning new materials, etc. You are in charge of your life and you should plan on completing materials and submitting them before the due dates to avoid any personal or religious conflicts that you might have with any of the due dates.

Item	Starting	Ending Date
<u>DE Orientation</u> (outside of Blackboard Vista) Only DE Students	Saturday Sep 19 th	Last possible day Tuesday Sep 29 th – Official day of record.
This should be done As Soon As Possible – within the first 3 days of the course.		
<u>01IN – Introduction</u> (inside of Blackboard Vista) All students	1 st Week of Class	Last possible day Tuesday Sep 29 th – Official day of record.
This should be done As Soon As Possible – within the first 3 days of the course.		

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

NOTE: Classes that meet on Saturday have an extra class period on December 5th.

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

DE Testing	Final Exam – DE Students (on-campus)	Dec 4 th or Dec 5 th
On-Campus	Final Exam for Mon/Wed – 10am Students	Dec 9 th
On-Campus	Final Exam for Tue/Thur – 10am Students	Dec 10 th
On-Campus	Final Exam for Friday – 9am Students	Dec 11 th
On-Campus	Final Exam for Saturday – 10am Students	Dec 12 th

[Click Here for a list of official HCC Fall 09 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 - 9PM, Dec 4th, and Saturday 9AM - 3PM, Dec 5th, at the J. Don Boney building at the Central Campus which is located at 1300 Holman. Students are expected to pick which day they will attend for these exams and need to allow at least 2 hours for the exam. 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 as noted above in their regular classroom.

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".

DE 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, 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.