



**Business Technology
Northwest College**

COMPUTER APPLICATIONS II (POFI 1341)
CRN 66993 (M/W @ 208 Katy) & 70044 (T/TH 310 @ SB), Fall 2013 (#6141)
Credit: 3 (3 lecture) 12 Weeks (Second Start)

Instructor: Deloris Nsonamoah

Instructor Contact Information: Phone: 713-718-5545

Office location and hours: Room 900A, Spring Branch Campus

Course Description:

Credit: 3 (3 lecture): Overview of computer applications including current terminology and technology. Review of computer hardware, software applications, and procedures. The student will identify the components of a computer system and demonstrate basic proficiency in commonly used applications. Hands-on Review of computer applications which run under windows environment on PC compatible platform, including current terminology and technology. Introduction to advance computer software applications and procedures.

Prerequisites

Computer Application I (POFI 1301)

Course Goal:

1. -to complete the required units from the textbook.
2. -to demonstrate the ability to complete documents under timed production conditions.
3. -to demonstrate the ability to work in a self-paced, individualized instructional environment utilizing time-management and work organizational skills.
4. -to demonstrate the ability of selecting correct document formats and layouts, and assessing documents for correct grammar, spelling, and punctuation.

Instructional Materials:

Computer Applications II-GO! With Microsoft Office 2010-Volume 2-Shelley Gaskin, Nancy Graviett, Donna Madsen, Suzanne Marks, Carol Martin, and Toni Marucco ISBN: 13 978-0-558-92923-7

Student Learning Outcomes:

This is a hands-on, self-paced, individualized, instructional course. Thus, the student is responsible for reading all appropriate training chapters and completing each training exercise as indicated on the class schedule.

Learning Objectives

Students will:

- -to complete the required units from the textbook.
- -to demonstrate the ability to complete documents under timed production conditions.
- -to demonstrate the ability to work in a self-paced, individualized instructional environment utilizing time-management and work organizational skills.
- -to demonstrate the ability of selecting correct document formats and layouts, and assessing documents for correct grammar, spelling, and punctuation.

**COMPUTER APPLICATION I (FALL 2013, #6141) SECOND START
12 WEEKS CALENDAR
DOCUMENTS: A, B, & E FROM “EVERY CHAPTER” IN TEXTBOOK!**

WORD

WEEK ONE Chapter 1 – Using the Common features of Microsoft Office 2010

Project 1A:

Class Assignments: Objectives 1-6

Project 1B

Class Assignments: Objectives 7-12

WEEK ONE Chapter 4 – Using Styles and Creating Multilevel Lists and Charts

Project 4A:

Class Assignments: Objectives 1-4

Project 4B:

Class Assignments: Objectives 5-8

WEEK TWO

Chapter 5 – Creating Web Pages and Using Advanced Proofing Options

Project 5A:

Class Assignments: Objectives 1-3

Project 5B

Objectives 4-8

WEEK THREE

Chapter 6 – Building Documents from Reusable Content and Revising Documents Using Markup Tools

Project 6A:

Class Assignments: Objectives 1-3

Project 6B

Objectives 4-6

EXCEL Word Test

WEEK THREE

Chapter 4 – Use financial and Lookup functions, Define Names, and Validate Data

Project 4A:

Class Assignments: Objectives 1-3

Project 4B

Class Assignments: Objectives 4-7

WEEK FOUR

Chapter 5 – Managing Large Workbooks and Using Advanced Sorting and filtering

Project 5A:

Class Assignments: Objectives 1-4

Project 5B
Class Assignments: Objectives 5-7

WEEK FIVE

Chapter 6 – Creating Charts, Diagrams and Templates

Project 6A:
Class Assignments: Objectives 1-4
Project 6B
Class Assignments: Objectives 5-7

Excel Test

WEEK EIGHT (Spring Break)

ACCESS

WEEK SIX

Chapter 4 – Enhancing Tables

Project 4A:
Class Assignments: Objectives 1-3
Project 4B
Class Assignments: Objectives 4-9

WEEK SEVEN

Chapter 5 – Enhancing Queries

Project 5A:
Class Assignments: Objectives 1-5
Project 5B
Class Assignments: Objectives 6-10

WEEK EIGHT

Chapter 6 – Customizing Forms and Reports

Project 6A:
Class Assignments: Objectives 1-4
Project 6B
Class Assignments: Objectives 5-8

POWERPOINT

WEEK NINE

Chapter 4 –Creating Templates and Reviewing, Publishing, and Protecting Presentations

Project 4A:
Class Assignments: Objectives 1-5
Project 4B

Class Assignments: Objectives 3-5

WEEK THIRTEEN

Chapter 5 –Applying Advanced Graphic Techniques and Inserting Audio and Video

WEEK TEN

Project 5A:

Class Assignments: Objectives 1-5

Project 5B

Class Assignments: Objectives 6-8

WEEK ELEVEN

Chapter 6 – Delivering a Presentation

Project 6A:

Class Assignments: Objectives 1-3

Project 6B

Class Assignments: Objectives 4-6 **Power Point Test**

WEEK TWELVE – FINAL EXAM

Instructional Methods:

POFI 1341 is a required course for certain Business Technology certificates and AAS degrees.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with knowledge concerning record management techniques, terminology and the evolution for records and information management. Modeling good teaching strategies, and organizing and presenting sound principles of records and information management that include the entire range of records—paper, image records, and electronic media used in computerized systems, along with the key management functions as they relate to records management. The experiences that allows students to connect the information that students learn in this course to the real world.

As a student wanting to learn about the functions and procedures it is student's responsibility to read the textbook, submit assignments on the due dates, study for the exams, to participate in activities.

Student Assignments:

Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that students will need to remember for student success in student reaching student goals.

Submit assignments under the Assignment Icon unless unspecified otherwise by 11:30 p.m. of the due date. Assignments will lose 10 percent per day for all late assignments. No assignment will be accepted if more than 3 days late. Assignments later than 3 days will not be accepted without documented emergencies.

(SEOs / Student Evaluation of Instruction forms--no longer will be used):**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 EGLS₃ as part of the Houston Community College System online near the end of the term.

Go to: hccs.edu, select Student System Sign In to complete the EGLS3 survey!

Reading Requirements:

Students are responsible for reading all assigned module material. Students must be familiar with the all documents in a module in order to pass the exams for this class. It is very important that students read and complete documents in the module to be able to complete the assigned documents before submitting to the professor. To insure that

Class Attendance - It is important that students come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases student ability to succeed. Students are expected to attend all lecture and labs regularly. Students are responsible for materials covered during student absences. Class attendance is checked daily. Although it is student responsibility to drop a course for nonattendance, the instructor has the authority to drop students for excessive absences.

If students are not attending class, students are not learning the information. As the information that is discussed in class is important for student career, students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

Students may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, students do not have to notify the instructor prior to missing a class. However, if this happens too many times, students may suddenly find that students have “lost” the class.

Poor attendance records tend to correlate with poor grades. If students miss any class, including the first week, students are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if students unavoidably miss a class.

Class attendance equals class success.

HCC Course Withdrawal Policy

If students feel that students cannot complete this course, students will need to withdraw from the course prior to the final date of withdrawal. Before, students withdraw from student course; please take the time to meet with the instructor to discuss why students feel it is necessary to do so. The instructor may be able to provide students with suggestions that would enable students to complete the course. Student success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

Repeat Course Fee:

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If students are considering course withdrawal because students are not earning passing grades, confer with student instructor/counselor as early as possible about student study habits, reading and writing homework, test taking skills, attendance,

course participation, and opportunities for tutoring or other assistance that might be available.

HCC Policy Statement: Academic Honesty:

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. Students are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If students are charged with an offense, pleading ignorance of the rules will not help students. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Degree Plan:

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-5701 (Division Chair) or 713 718-5545 (Faculty Contact) for Northwest College students. The Program Coordinator office is: 713 718-7807 or 7808.

Classroom Behavior:

As student instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Student instructor

takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

Use of Camera and/or Recording Devices:

As a student active in the learning community of this course, it is student responsibility to be respectful of the learning atmosphere in student classroom. To show respect of student fellow students and instructor, students will turn off student phone and other electronic devices, and will not use these devices in the classroom unless students receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Instructor Requirements:

As Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class activities
- Read and comprehend the textbook
- Complete the required assignments and exams on time:
- Ask for help when there is a question or problem
- Complete the field study with a 70% passing score

Grading:

Student instructor will conduct quizzes, exams, and assessments that students can use to determine how successful students are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If students find students are not mastering the material and skills, students are encouraged to reflect on how students study and prepare for each class. Student instructor welcomes a dialogue on what students discover and may be able to assist students in finding resources on campus that will improve student performance.

Daily activities include class participation, assignments, and applications:

90-100	A
80-89	B
70-79	C
60-69	D
Below	F

Class Assignments/Applications	30
Production Tests	30%
Final Exam	40%
Total	100%

LAST DAY FOR ADMINISTRATIVE/STUDENT WITHDRAWALS:

(see HCC calendar Fall 2011, Second Start) and your instructor will notify your class often).

FINAL EXAMINATIONS: Will be announced.

**SCANS (Secretaries Commission on Achieving Necessary Skills)—a United
Stated Department of Labor Initiative!**
Scans or Core Curriculum Statement and Other Standards

Credit: 3 (2 lecture 3 lab)

Statement of Workplace and Foundation Competencies

Houston Community College is determined to prepare students with the knowledge and skill students need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for POFI 1341—Applications II.

Workplace Competencies

Manage Resources: Identifies, organizes, plans, and allocates resources

Students in POFI 1341—Applications II will be introduced to advancements are changes in technology processes and procedures. Also, from a technological standpoint, two developments—the desktop computer and the Internet—have had a profound impact on administrative office management. They must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities as well as workbook activities related problem solving.

Interpersonal: Works with others

Students in POFI 1341 — Applications ii at times work together in groups. Many times these groups are randomly selected, thus giving the students an opportunity to interact with different types of students. Students must learn to use leadership skills, learning skills, negotiating skills, and evaluating skills as they work together to accomplish a common goal.

Information: Acquires and uses information

Students in POFI 1341—Applications II must acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, the Internet, and reference books available in the classroom. Most importantly, students must use computers to process information and to perform various tasks.

Technology: Works with a variety of technologies:

Students in POFI 1341—Applications II must work with spreadsheet technology specific to mathematical tasks.

Foundation Skills:

Students in POFI 1341—Applications II must demonstrate basic skills: read, write, listen and speak. The student must learn to locate, understand, and interpret written information from the textbook, workbook, and machine calculation applications.

Students in must demonstrate thinking skills: think creatively, make decisions, solve problems, visualize, know how to learn, and reason in many activities regarding records management.

Students in POFI 1341—Applications II must also demonstrate personal qualities: display--responsibility, self-esteem, sociability, self-management, and integrity and honesty.

Five Competencies:

Resources: Identifies, organizes, plans, and allocates resources

- A. Time—Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules
- B. Money—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. Material and Facilities—Acquires, stores, allocates, and uses materials or space efficiently
- D. Human Resources—Assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others:

- A. Participates as Member of a Team—contributes to group effort
- B. Teaches Others New Skills
- C. Serves Clients/Customers—works to satisfy customers' expectations
- D. Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- E. Negotiates—Works toward agreements involving exchange of resources, resolves divergent interests
- F. Works with Diversity—works well with men and women from diverse backgrounds.

Information: Acquires and uses information:

- A. Acquires and Evaluates Information
- B. Organizes and Maintains Information
- C. Interprets and Communicates Information
- D. Uses Computers to Process Information

Systems: Understands complex inter-relationships:

- A. Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them
- B. Monitors and Corrects performance—distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
- C. Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies:

- A. Selects Technology—chooses procedures, tools or equipment including computers

and related technologies

- B. Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment
- C. Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies

A THREE-PART FOUNDATION

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- A. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. Writing—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. Arithmetic/Mathematics—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. Listening—receives, attends to , interprets, and responds to verbal messages and other cues
- E. Speaking—organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- A. Creative Thinking—generates new ideas
- B. Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
- C. Problem Solving—Recognizes problems and devises and implements plan of action
- D. Seeing Things in the Mind's Eye—organizes, and processes symbols, pictures, graphs, objects, and other information
- E. Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills
- F. Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

- A. Responsibility—exerts a high level of effort and perseveres towards goal attainment
- B. Self-Esteem—believes in own self-worth and maintains a positive view of self
- C. Sociability—demonstrates understanding, friendliness, and adaptability, empathy, and politeness in-group settings.
- D. Self-Management—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. Integrity/Honesty—chooses ethical courses of action