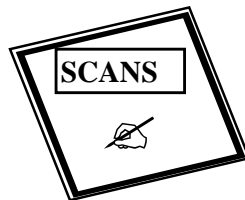# HCC
HOUSTON COMMUNITY COLLEGE

Southeast College
Eastside

HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
HOUSTON, TEXAS

COMPUTER APPLICATIONS I
POFI 1301
OFFICE 2010 APPLICATIONS

SCANS

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SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS
SCANS COMPETENCIES INCORPORATED

POFI 1301—Computer Applications I
CRN   48207—Summer 2013
Southeast College Eastside Workforce Bldg. - Room 212 Time 2:30--6:30 PM Days Mon-Thur.
3 credit hours (2 lecture, 3 lab)
5 weeks
SCANS Competencies Included

INSTRUCTOR: Mrs. Erika Davis-Wright

INSTRUCTOR CONTACT INFORMATION:
   Phone: 832-978-7922
   E-mail: erika.wright@hccs.edu; emk_davis@yahoo.com

OFFICE LOCATION AND HOURS
Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Office hours are upon request.

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:
July 29, 2013

COURSE DESCRIPTION
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

COURSE PREREQUISITES
NONE

PROGRAM LEARNING OUTCOMES
- The student will be able to read, listen, speak, and write proficiently.
- The student will be able to apply keyboarding and document processing skills to specific office applications.
- The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.
- The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

STUDENT LEARNING OUTCOMES

The student will be able to:

1. Identify the components of a computer system
2. Complete documents under timed production conditions.
3. Select correct document formats and layouts, and assess document for correct grammar, spelling, and punctuation.
4. Demonstrate basic proficiency in commonly used applications.

LEARNING OBJECTIVES

The student will:

1.1. Improve his or her ability to use the computer for everyday tasks.
2.1 Create documents within a reasonable amount of time
3.1 Choose the correct applications for the appropriate task
3.2 Correct spelling, grammar, and punctuation for accuracy
4.1 In Word insert and format graphics
4.2 In Word create a table
4.3 Create mailing labels by using mail merge in Word
4.4 Create hyperlinks in Word
4.5 Create, save, and navigate an Excel workbook
4.6 Create a pie chart and a chart sheet in Excel
4.7 Start Access and create a new blank database
4.8 In Access create a query, form, and report
4.9 In PowerPoint create a presentation
4.10 In PowerPoint format slide elements
4.11 In PowerPoint insert and format pictures and shapes

SCANS

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment,
- Propose acceptable levels of proficiency,
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes.

SCANS research verifies that what we call workplace know-how defines effective job performance today. This know-how has two elements: competencies and a foundation. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and

the foundation should be taught and understood in an integrated fashion that reflects the workplace contexts in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

1. **Resources**—An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.
2. **Interpersonal**—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal skills. In discussions after group activities, emphasize interpersonal lessons and challenges of the activities.
3. **Information**—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom. Emphasize those efforts to master information skills prepare students for future employment.
4. **Systems**—An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.
5. **Technology**—The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers an important part of their education, whether the computers are used in self-paced learning or in group projects.

The following skills will be developed in the course:
- Using Resources: Identify—Plan—Manage
- Developing Interpersonal Skills: Collaborate—Negotiate—Lead
- Applying Technology: Select—Apply—Enhance
- Understanding Systems: Connect—Support—Improve
- Acquiring Information: Evaluate—Communicate—Apply

The three SCANS foundation skills identified by the Commission are the following:

Basic Skills—Reading, writing, mathematics, listening, and speaking. Classroom activities can develop and reinforce all these basic skills. Teaching these skills in the classroom can provide cross-curricular opportunities.

Thinking Skills—Creative thinking, decision making, problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes

very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.

<u>Personal Qualities</u>—Responsibility, self-esteem, sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others: with classmates, friends and family, customers, and coworkers. Look for chances to reinforce good personal qualities. And remember the power of teaching by example.

5 WEEK COURSE CALENDAR

POFI 1301—COMPUTER APPLICATIONS I

WEEKLY ASSIGNMENTS

WEEK	TEXTBOOK CHAPTERS	
	**Microsoft Office 2010 Professional Suite (Word, Excel, Access, PowerPoint)**	
	COMMON FEATURES/INTRODUCTON	
1	Intro:	Introduction: Syllabus
	Chapter 1	**Using the Common Features of Microsoft Office 2010:** **PowerPoint File**: Use Windows Explorer to Locate Files and Folders Locate and Start a Microsoft Office 2010 Program Enter and Edit Text in an Office 2010 Program Perform Commands from a Dialog Box Create a Folder, Save a File, and Close a Program Add Document Properties and Print a File **Word File:** Open an Existing File and Save it with a New Name Explore Options for an Application Perform Commands from the Ribbon Apply Formatting in Office Programs Use the Microsoft Office 2010 Help System Compress Files
	WORD 2010	
1	Chapter 1	**Creating Documents with Microsoft Word 2010** **Project 1A/Flyer (Objectives 1-4)** **Project 1B/Information Handout (Objectives 5-8)**
1	Chapter 2	**Using Tables and Templates to Create Resumes and Cover Letters** **Project 2A/Resume (Objectives 1-3)** **Project 2B/Cover Letter & Resume (Objectives 4-7)**

WEEK		TEXTBOOK CHAPTERS
1	Chapter 3	**Creating Research Papers, Newsletters, and Merged Mailing Labels** **Project 3A/Research Paper (Objectives 1-3)** **Project 3B/Newsletter with Mailing Labels (Objectives 4-6)**
1		**TEST #1: WORD**
		Excel 2010
2	Chapter 1	**Creating a Worksheet and Charting Data** **Project 1A/Sales Report with Embedded Column Chart and Sparklines (Objectives 1-6)** **Project 1B/Inventory Valuation (Objectives 7-11)**
2	Chapter 2	**Using Functions, Creating Tables, and Managing Large Workbooks** **Project 2A/Inventory Status Report (Objectives 1-6)** **Project 2B/Weekly Sales Summary (Objectives 7-12)**
2	Chapter 3	**Analyzing Data with Pie charts, Line Chart;s, and What-If Analysis Tools** **Project 3A/Budget Pie Chart (Objectives 1-4)** **Project 3B/Growth Projection with Line Chart (Objectives 5-7)**
2		**TEST #2: EXCEL**
		ACCESS 2010
3	Chapter 1	**Getting Started with Access Databases** **Project 1A/Contact Information Database with Two Tables (Objectives 1-5)** **Project 1B/Student Workshops Database (Objectives 6-9)**
3	Chapter 2	**Sort and Query a Database** **Project 2A/Instructors and Courses Database (Objectives 1-7)** **Project 2B/Athletic Scholarships Database (Objectives 8-14)**
3	Chapter 3	**Forms, Filters, and Reports** **Project 3A/Students and Majors (Objectives 1-4)** **Project 3B/Job Openings (Objectives 5-8)** **TEST #3: ACCESS**

POWERPOINT 2010		
4	Chapter 1	**Getting Started with Microsoft Office PowerPoint** **Project 1A/Company Overview (Objectives 1-4)** **Project 1B/New Product Announcement (Objectives 5-8)**
	Chapter 2	**Formatting PowerPoint Presentations** **Project 2A/Employee Training Presentation (Objectives 1-4)** **Project 2B/Event Announcement (Objectives 5-6)**
4	Chapter 3	**Enhancing a Presentation with Animation, Video, Tables, and Charts** **Project 3A/Informational Presentation (Objectives 1-3)** **Project 3B/Summary and Analysis Presentation (Objectives 4-5)** **Business Running Case 1: PowerPoint** **Chapter 1-3** **TEST #4: POWERPOINT**
5		**FINAL EXAM TEST/PORTFOLIO**
INTEGRATED PROJECTS 2010 If Time Permits!		
		Project 1A/State Sales (Objectives 1-4) **Project 1B/Taos Welcome (Objectives 5-8)**

INSTRUCTIONAL METHODS
POFI 1301 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 you with knowledge concerning the field of education, modeling good teaching strategies, and organizing and monitoring the field experience that allows you to connect the information that you learn in this course to the real world of education.

As a student wanting to learn about the field of education, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, and attend class.

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

Late Assignments: Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Work submitted later than the due date, will be counted if it is submitted by the next class period, but the grade will be lowered by one letter grade (at the discretion of instructor). The only exception is if the student is absent the day that the work is due; in that case, the assignment is due the next class period. If the student has exceeded five absences, no work will be

accepted late and the excessive absences will result in the student being dropped. ***Points will be deducted for late assignments.***

Make-Up Test Policy
Students are expected to adhere to the weekly schedule of assignments and tests printed in the syllabus. Make- up tests are at the discretion of the instructor. Arrangements must be made with the instructor.

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

PROGRAM/DISCIPLINE REQUIREMENTS
Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Computer Applications I must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the office environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

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 for information about filing a degree plan.

Virtual Career Center
The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, job search and soft-skills training. Orientations and registration are available at all Southwest College Campuses.

http://www.hccs.edu/hccs/current-students/career-planning-and-resources/suthwest-college

GRADING
HCCS Grading System
The Houston Community College grading system will be used to evaluate students' performance in this course.

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

Student Evaluation
The following departmental grading system will be used to evaluate students' performances in this course:

Textbook Exercises	40%
Production Tests	40%
Final Exam	20%

INSTRUCTIONAL MATERIALS

- ***Go! With Microsoft Office 2010, Volume 1***, Third Custom Edition for Houston Community College, Gaskin/Ferrett/Vargas/McLellan, Publisher: Prentice Hall--Pearson
  ISBN-10: 0-558-92831-5
- 1.0 GB or greater USB Flash Drive

STUDENT INFORMATION
A student handbook is available on the College website: http://www.hccs.edu. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook.

HCC COURSE WITHDRAWAL AND ATTENDANCE POLICY

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines. 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 deadline through their HCC Student Service Center:
http://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG

Class of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office.

CLASS ATTENDANCE

Attendance: Students are expected to attend all classes and labs regularly. Students are responsible for [any and all] materials covered during their absences, and it is the student's responsibility to consult with the professors for make-up assignments. A student may be dropped from a course for excessive absences in excess of 12.5% of the hours of instruction. For example: For a three-credit hour lecture, a student may be dropped after six hours of absence. HCCS professors cannot assign a "W" for any student after the official withdrawal date. **It is the student's responsibility to drop a class if not passing.** If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of "F" in the course.

EARLY ALERT
HCC has instituted an Early Alert process by which your professor may "alert" you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

INTERNATIONAL STUDENTS
Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

STUDENTS WITH DISABILITIES
Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:

DISABILITY SUPPORT SERVICES OFFICES:
System: 713.718.5165
Central: 713.718.6164—also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.
Northwest: 713.718.5422
Northeast: 713.718.8420
Southeast: 713.718.7218
Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. How to access ASKOnline: Click on the Ask Online button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site: http://hccs.askonline.net/. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

ACADEMIC DISHONESTY

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. 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 means 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)

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook-(for further information regarding Academic Dishonesty refer to http://distance.hccs.edu/de-counseling/DE_student_handbook.htm.

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 you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

CLASSROOM BEHAVIOR

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your 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, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal.

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with Ms. Hilda Sustaita, Department Chair, at 713-718-7503, hilda.sustaita@hccs.edu or Room 200, Workforce Building.

LECTURE/LAB TEACHING DEMONSTRATION

CLASS, CAMPUS: _____

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing. Please have the students complete this form during the first week of instruction.

A GLANCE AT *THIS* COMPUTER (Example)

1.   What is a CPU _____
        On-off buttons—(demonstrate) Start vs Reset
        Student Response ☑ _____ Student Signature

2.   Drives on this computer:
        USB Flash Units (explain)
        CD Rom (demonstrate)
        Zip Drive (demonstrate)
        Student Response ☑ _____ Student Signature

3.   Desktop (personally their desktop while on that computer)
           ⇒ If projects are stored on desktop of the computer in the classrooms, and/or
              HCC open labs, those documents are erased at the end of each day.

Name _____
                            Print "your" Name

I, _____, have been given
            Student Signature

Instructions on the use of "this" computer. *I was provided instruction in both the lecture and lab formats.*

Date_____

Instructor Signature_____

This form will be returned to Hilda Sustaita's office, Southeast Bldg. Room 200 on date of completion of all lecture/lab classes for the semester.

HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT

Student Questionnaire

Name:	Last Name	First Name	MI	Student ID#:
Address:	Street		Apt. #	Home Telephone
City	State		Zip Code	Cell Telephone #
E-mail address:				Instructor's Name:

Educational Plan

Have you determined your major? _____ **Yes** **No** _____

Have you filed a degree plan? _____ **Yes No** _____ **(If no, please see your instructor or Business Technology Department Chair.)**

Graduation Target Date: _____

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ **Yes No** _____

Is your employment _____ **Part-time?** or _____ **Full-time?**

If you are employed, please complete the following:

Employer _____

Address _____

City _____ **St** _____ **Zip** _____ **Phone#** _____

Comments:

If you have any questions, please call 713-718-7503 between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Hilda Sustaita, Department Chair
6815 Rustic, Houston, Texas 77087

HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT

STUDENT QUESTIONNAIRE

Student Success
Organizational Stewardship
Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?
Yes □ **No** □

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree?   **Yes** □ **No** □

Have you been given **job placement** information including:
- ➢ **Job Placement Contact Person with**
  - o **E-mail address**
  - o **Telephone Number**
  - o **Location**
- ➢ **Website address**
- ➢ **Access instruction for website including directions on how to navigate the job placement website**
  Yes □ **No** □

Name _____
Print "your" Name

I, _____, have been given
       Student Signature

Information regarding the above listed items.

Date_____

Instructor Signature_____

This form will be returned to Hilda Sustaita's office on date of completion.