



# Computer Applications I-20223

POFI-1301

DL1 2021 Section 113 3 Credits 08/30/2021 to 12/12/2021 Modified 09/12/2021

## Course Meetings

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### Course Modality

#### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Meeting Days

Monday, Wednesday, Friday

### Meeting Times

9:27am - 11:00am

### Meeting Location

ONLINE

## Welcome and Instructor Information

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### Instructor: Joyce Marie Lawson Mrs.

Email: [joyce.lawson@hccs.edu](mailto:joyce.lawson@hccs.edu)

Office: 713-718-7808

Phone: 832-372-9618

### What's Exciting About This Course

In this course, you will be exposed to the introductory features of the entire software package, Microsoft Office. This includes Word-processing documents, Excel spreadsheets, Access database, and PowerPoint presentation features. This is a powerful software package that is used throughout educational institutions and in the professional business world. The other great feature of this software package is that it can be used to handle much of your personal document creation and management.

### My Personal Welcome

Welcome to Computer Applications I—I'm extremely excited that you have chosen this course. One of my goals is to help students be successful in this course and excited about procedures learned. I look forward to passing on a spirit of encouragement to each of you. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and learn new concepts, ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by email. The best way to really discuss issues is by phone or through email. During our current health environment, a phone call access, 30-minutes before and immediately following each scheduled Virtual hour to deal with the questions is an option for you. My goal is for you to walk out of the course with a better understanding of Computer Application I. So please contact me by email whenever you have a question.

## Preferred Method of Contact

You are encouraged to contact me through Canvas Inbox/HCC Email. My email address is listed above. I prefer that you email me. If there is an extreme emergency, you are encourage to call using cell number listed above. My Division/Department, phone number is listed above also for your use in extreme emergencies. You should always be able to reach me by means of email or cell. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

## Office Hours

Monday, Tuesday, Wednesday, Thursday, 9:30 AM to 10:45 AM

## Course Overview

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### Course Description

POFI 1301 - Computer Applications I

Credits: 3 (2 lecture, 3 lab). Overview of computer office

applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

### Prerequisites

None.

### Business Technology Department Website

<https://www.hccs.edu/programs/areas-of-study/business/business-technology/>

## Core Curriculum Objectives (CCOs)

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### Secretary's Commission on Achieving Necessary Skills (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 **Introduction to Legal Research** 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, and 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.

**Personal Qualities** - 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.

## Student Learning Outcomes and Objectives

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### Program Student Learning Outcomes (PSLOs)

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. 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.
4. The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

### Course Student Learning Outcomes (CSLOs)

Upon completion of **POFI 1301**, the student will be able to:

1. Locate primary and secondary legal authorities.
2. Apply research strategies using standard legal research tools with emphasis on the legal administrative assistant's role in legal research.
3. Exhibit the basics of the legal system for use of brief cases,
4. Outline and organize legal memorandum, questions presented or conclusion/or brief answers, and the IRAC method.

## Learning Objectives

1.1 Identify resources for legal issues and identify research strategies.

2.1 Write a persuasive writings using research methods.

3.1 Procure information through research tools.

4.1 Demonstrate ability to develop persuasive writing techniques and formatting skills about a variety of documents that they write as paralegals with 70% minimum accuracy rate.

## Departmental Practices and Procedures

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### Instructor and Student Responsibilities

As your 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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Department Specific Instructor and Student Responsibilities

Add Content Here

## Program-Specific Student Success Information

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Introduction to HR/PeopleSoft Applications must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities related to Introduction to HR/PeopleSoft Applications.

## Instructional Materials and Resources

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### Instructional Materials

The [HCC Online Bookstore \(https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Add Instructional Materials Here

Students will access course materials through a link in Canvas.

## Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

<< [add link] >>

## Other Instructional Resources

### Courseware

Content here...

## ✓ Course Requirements

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### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Written Assignment	10%		There will be few. We will begin with the required surveys at very beginning of course. Any other specific written assignments will be given at professor's direction, with prior knowledge of specifics for due dates. Some examples will be quizzes on specific applications and Discussions, each within the CANVAS application. Otherwise, all work in this course is produced on the computer, within CANVAS and on individual desktop/laptop.
Exams/Quizzes	50%		There is one exam, final exam given in this course. It is a production exam that is given on the final day of class. There are no exceptions to this date. You must be present. If you see that there will be an issue for you, please contact your professor. You will be tested on producing documents using all features of Microsoft Office – Word, Excel, Access, and PowerPoint. Some of the documents will require an integration of all features.
In-Class Activities	20%		<b>This semester, the Modality of our course is, OnLine. You will be expected to pace yourself and your disciplined commitment to your work ethics, in a manner that will allow you to complete the assigned work COMPLETELY, during the week it is given.</b>
Final Exam	20%		There is one final exam given in this course. It is a production exam that is given on the final day of class. There are no exceptions to this date. You must be present. If you see that there will be an issue for you, please contact your professor. You will be tested on producing documents using all features of Microsoft Office – Word, Excel, Access, and PowerPoint. Some of the documents will require an integration of all features.
Extra Credit	10%	The assignments will vary.	Extra credit will be given at the discretion of the teacher.

### Grading Formula

Grade	Range	Notes
A	100 - 90	
B	89 - 80	
C	79 - 70	

Grade	Range	Notes
D	69 - 60	
F	59 - Below	

## \* Instructor's Practices and Procedures

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### Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

### Missed Assignments/Make-Up Policy

As your professor, I request that you e-mail me when absent so that I may know the reason for the absence and we discuss when and how your makeup work is to be accomplished so that you stay on top of your coursework prior to returning to class.

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 given a grade of "0". Any emergency situations in reference to your assignment submissions, need to be emailed to your professor, immediately. The acceptance of this explanation will be at the discretion of instructor. Students should not exceed five absences during the 16 week semester. If you are not passing the course, you "must drop before the deadline date, otherwise you will receive a grade of "F". If you stop attending or stop submitting work, your instructor "will" drop you before the deadline date!

### Academic Integrity

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 given a grade of "0". Any emergency situations in reference to your assignment submissions, need to be emailed to your professor, immediately. The acceptance of this explanation will be at the discretion of instructor. Students should not exceed five absences during the 16 week semester. If you are not passing the course, you "must drop before the deadline date, otherwise you will receive a grade of "F". If you stop attending or stop submitting work, your instructor "will" drop you before the deadline date!

**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

**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.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Bribing another person to obtain a test that is to be administered

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>  
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

## Attendance Procedures

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, your instructor will not drop you unless you "authorize" him or her to do so!!!** 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.

## Student Conduct

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.

## Instructor's Course-Specific Information

Again, specifics of grading can be found in this Syllabus.

It is VERY important that you remain in constant contact with your professor as needed. This is vital to your grade, most especially if you are going to be absent. This drives if, how and when you will be allowed to get your missed assignments completed and submitted successfully. Please be sure to read ALL information in this syllabus regarding your grade and grading procedures in order that you will have a positive experience in this course.

## Devices

Cell Phone use must be done OUTSIDE the classroom only. On test days, once a test has started, leaving class to use the cell phone must be done after test has been completed. During class time, cell phones must be completely put away and on vibrate or turned off.

For Virtual Classes: All cameras must be turned on. All students are expected to participate in the online class.

## Faculty Statement about Student Success

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. Students also perform various general activities related to **Computer Applications I**.

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructor and Student Responsibilities

As your 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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Social Justice Statement

"Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to

best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.”

## HCC Policies and Information

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### HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

### Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>) In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints

- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>)

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

## Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>)

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
 Director EEO/Compliance  
 Office of Institutional Equity & Diversity  
 3100 Main

(713) 718-8271

Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

## Instructor and Student Responsibilities

As your 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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
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- Provide the course outline and class calendar that will include a description of any special projects or assignments

- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

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- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
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- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook \(https://www.hccs.edu/resources-for/current-students/student-handbook/\)](https://www.hccs.edu/resources-for/current-students/student-handbook/)

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/\)](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Student Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu/>).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

### Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

## Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

## Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)  
([https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH))

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## Course Calendar

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## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Calander for Fall 2021- POFI 1301 (Professor Joyce Lawson)

Week	Dates	Topic/What's due
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1	8/30 -9/3	Introduction/Student Orientation Videos/Student Survey
2	9/6 – 9/10	MS Word – Chapter 1
3	9/13 – 9/17	MS Word – Chapter 2
4	9/20 -9/24	MS Word - Chapter 3/Major Test
5	9/27 -10/1	MS Excel – Chapter 1
6	10/4 – 10/8	MS Excel – Chapter 2
7	10/11 – 10/15	MS Excel – Chapter 3/Major Test
8	10/18 -10/22	MS Access – Chapter 1/Chapter 2/Production Test
9	10/25 – 10/29	MS – Access Chapter 2
10	11/1 – 11/5	MS – Access Chapter 3
11	11/8 -11/12	MS – PowerPoint Chapter 1
12	11/15 -11/19	MS – PowerPoint Chapter 2
13	11/22 -11/26	Thanksgiving Week
14	11/29 – 12/3	MS – PowerPoint Chapter 3
15	12/6 – 12/7	Review Week for Final Exam
16	12/8	Final Exam

## Additional Information

### Departmental/Program Information

The Business Technology Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP is a leading specialized business accreditation association committed to advancing excellence in business education worldwide. Our member institutions share the common belief that excellent business education is defined by professors who are committed to teaching, students who come from a diversity of backgrounds, and courses that provide relevant skills for real-world opportunities.

#### Student Club

Phi Beta Lambda ([Phi Beta Lambda \(https://www.fbla-pbl.org/\)](https://www.fbla-pbl.org/))

Activities in PBL can complement your academic experience and give you an edge in your future career. During a job interview, you can point to the leadership positions you held for the largest collegiate business student organization in the world, the academic competitions you entered and how you fared against the very best students in the nation, and how with the career readiness and professional development you received you are ready to succeed in whatever you do.

If you are interested in developing your leadership, communication, and your professional skills then PBL is the right choice for you.

### **Jobs**

There are 18,645 Executive Secretaries and Executive Administrative Assistants employed in the Greater Houston Area. This number is expected to increase by 4.0% over the next four years.

The estimated annual job openings is 500 jobs a year.

Median Wages - \$26.24 hourly, \$55,000 annually

## **Process for Expressing Concerns about the Course**

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Dr. Mia D. Taylor, Department Chair, [mia.taylor@hccs.edu](mailto:mia.taylor@hccs.edu), (713) 718 -7807