



**HOUSTON COMMUNITY COLLEGE**  
**Business Technology**  
**Northeast College**  
**Northline Campus**

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**POFT 2301 – Intermediate Keyboarding**  
**Fall 2017-CRN 38823**  
**Online**  
**September 11 – December 17, 2017**  
**College Keyboarding 20e**  
**Advanced Word Processing, Word 2013, Lessons 56-110**  
**Syllabus Detailed--16 Weeks**  
3 credit hours (2 lecture, 3 lab)  
80 hours per semester-16 weeks  
SCANS Competencies Included

**INSTRUCTOR:** Lisa Eason

**INSTRUCTOR CONTACT INFORMATION:**

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**E-mail:** [lisa.eason@hccs.edu](mailto:lisa.eason@hccs.edu)

**OFFICE LOCATION AND HOURS**

Please feel free to contact the professor 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 the class is very important to me. I am available to hear your concerns and to discuss course topics.

Office conference hours are upon request.

**FINAL EXAM:** December 11-14, 2017

**LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:** See HCC's web site or your Class Schedule booklet. Please verify in College Schedule Page.

<http://www.hccs.edu/district/events/academic-calendar/>

**COURSE DESCRIPTION:**

This course is a continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis will be on proofreading, editing, following instructions, and keying documents from various copies.

## **COURSE PREREQUISITES:**

POFT 1329 Beginning Keyboarding or 30 wpm or 3 years of document keyboarding.

## **PROGRAM LEARNING OUTCOMES:**

1. The student will be able to read, listen, speak, and write proficiently.
1. Business Technology POFT 2301
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.

## **STUDENT LEARNING OUTCOMES**

1. Student will demonstrate proficient keyboarding techniques.
2. Students will apply mailability standards to business documents using word processing software.
3. Students will produce formatted letters, memoranda, reports, tables, and administrative documents with speed and accuracy using proper keying techniques.
4. Students will demonstrate effective use of Microsoft Office while formatting business documents.

## **LEARNING OBJECTIVES**

The student will:

- 1.1 To use proper techniques to key accurately and rapidly.
- 1.2 To format letters, memoranda, reports, tables, and administrative documents effectively and to produce documents efficiently.
- 1.3 To use *Microsoft Windows* effectively.
- 1.4 To apply the features of Microsoft Word 2010, the student formats business documents and builds keyboarding skill.

## **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 Business Technology POFT 2301 - 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 are the basic skills. Online/Classroom activities can develop and reinforce all these basic skills. Teaching these skills in the Online/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 students' careers, students in I Business Technology 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 students' 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.

**College Keyboarding 20e**  
**Advanced Word Processing, Word 2016, Lessons 56-110**  
**Syllabus Detailed--16 Weeks**

Week	Lessons	Teaching/Learning/Evaluation Content
<b>Pre-assessment</b>		<b>Keyboarding Assessment/Placement</b>
<b><u>Due to Hurricane Harvey, due dates for Module 10-14 has changed to October 29, 2017.</u></b>	56-58	<b>Level 3: Lessons 56-83</b>  <i>Module 10: Advanced Business Correspondence (Lessons 56-60)</i>  56 Memos and Productivity Tools  57 Letter Review  58 Special Letter Parts
	59-61	59 Multiple-Page Documents  60 Hess Office Park  Timed Writing (56b, 58b, and 60b)  Module 10 Test  <i>Module 11: Documents with Tables and Graphics (Lessons 61-69)</i>  61 Table Tools
	62-66	62 Table Commands  63 Table Functions  64 Graphics Review  65 Graphic Features  66 Document Backgrounds
	67-69	67 Documents with Columns and Graphics

Week	Lessons	Teaching/Learning/Evaluation Content
		68 Hess Office Park Timed Writing (61b, 63b, 67b, and 68b) Module 11 Test 69 Assessment Modules 10 and 11
	70-72	<i>Module 12: Reports (Lessons 70-75)</i> 70 Review Reports 71 Report with Section Breaks 72 Report with Preliminary Pages
	73-75	73 Report Features 74 Productivity Tools for Reports 75 Hess Office Park Timed Writing (70b and 75b) Module 12 Test
	76-78	<i>Module 13: Mail Merge (Lessons 76-80)</i> 76 Mail Merge 77 Edit the Data Source 78 Merge with Envelopes and Labels
	79-80	79 Hess Office Park Timed Writing (76b and 79b) Module 13 Test 80 Assessment Modules 12 and 13
	81-83	<i>Module 14: Hess Pet Center I (L81-83)</i> Mid-Semester Assessment (Keying Drills & Project)

Week	Lessons	Teaching/Learning/Evaluation Content
		Timed Writing (81b)
Level 4  Due by Nov. 2	84-86	<b>Level 4: Lessons 84-110</b>  <i>Module 15: Meeting, Travel, and News Documents (Lessons 84-88)</i>  84 Agenda with Comments  85 Minutes with Track Changes  86 Itinerary
Due by Nov 2  Due by Nov. 4  Due by Nov. 5	87-88	87 News Release  88 Hess Office Park (Project, pg 4-21)  Timed Writing (84b and 88b)  Module 15 Test
Due by Nov. 12  Due by Nov. 14  Due by Nov. 15  Due by Nov. 13	89-93	<i>Module 16: Employment Documents (Lessons 89-93)</i>  89 Job Search Strategies  90 Resumes  91 Social Media and Employment Letters  92 Hess Office Park (project, pg 4-44)  Timed Writing (89b, 92b and 93b)  Module 16 Test  93 Assessment Modules 15 and 16
Due by Nov 19	94-96	<i>Module 17: Health and Medical Documents (Lessons 94-98)</i>  94 Medical Correspondence

Week	Lessons	Teaching/Learning/Evaluation Content
		95 Health Promotions Documents 96 SOAP Notes and Medical Forms
Due by Nov. 19  Due by Nov. 21  Due by Nov. 22  Thanksgiving Holiday	97-98	97 Preparing Medical Reports  98 Hess Office Park (Project, pg 4-70)  Timed Writing (94b and 98b)  Module 17 Test
Due by Nov. 28	99-102	<i>Module 18: Legal Documents (Lessons 99-104)</i>  99 Corporate Legal Documents  100 Legal Pleadings  101 Preparing Legal Documents  102 Preparing Lease Agreements
Due by Nov. 30  Due by Dec. 1  Due by Nov. 29	103-104	103 Hess Office Park (Project, pg 4-92)  Timed Writing (99b and 103b)  Module 18 Test  104 Assessment Modules 17 and 18
Due by Dec. 5  Due by Dec. 8  Due by Dec. 9	105-107	Module 19: Hess Pet Center II (Lessons 105-107)  Skill Building 5  Module 20 Web Apps (Lessons 108-110)  108 Working with Files on SkyDrive



Week	Lessons	Teaching/Learning/Evaluation Content
Due by Dec. 13  Due by Dec. 14		109 Co-authoring  110 Hess Office Park (Project)  Quick Review  Timed Writing 34-54 ( <b>Only do numbers 34, 38, 42, 49, and 54</b> )
Due Dec. 15		Final Exam

## **INSTRUCTIONAL METHODS**

POFT 2301 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/ or logins, no work will be accepted late and the excessive absences will result in the student being dropped. ***Points will be deducted for late assignments (15 points).***

### **Make-Up Test Policy**

Students are expected to adhere to the weekly schedule of assignments and tests printed in the syllabus. Make-up tests cannot be taken during the regular class time. Arrangements must be made to take a make-up test at a date and time convenient for both student and 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 Intermediate Keyboarding 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 to Office Technology.

### **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 College Campuses.

<http://www.hccs.edu/district/students/career-planning/>

### **GRADING**

#### **HCCS Grading System**

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

<b><u>Grade</u></b>	<b><u>Points</u></b>
<b><u>A = 100- 90</u></b>	<b><u>4 points per semester hour</u></b>
<b><u>B = 89 - 80:</u></b>	<b><u>3 points per semester hour</u></b>
<b><u>C = 79 - 70:</u></b>	<b><u>2 points per semester hour</u></b>
<b><u>D = 69 - 60:</u></b>	<b><u>1 point per semester hour</u></b>
<b><u>59 and below = F</u></b>	<b><u>0 points per semester hour</u></b>
<b><u>FX (Failure due to non-attendance)</u></b>	<b><u>0 points per semester hour</u></b>

**W (Withdrawn) 0 points per semester hour**

**I (Incomplete) 0 points per semester hour**

**Student Evaluation**

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

Time Writings	20%
Class Assignments	20%
Assessments	10%
Module/Production Tests	30%
Final Exam	20%

**INSTRUCTIONAL MATERIALS**

**Textbooks**

Advanced Word Processing, + Keyboarding Pro Deluxe Online Lessons 56-110 Printed Access Card; 20<sup>th</sup> ed., South-Western/Cengage Publishing, 2016; ISBN 13: 978-1-337-10326-8

USB flash drive to archive assignments and tests.

**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. The link to access the HCC Online Student Handbook is [http://www.hccs.edu/media/houston-community-college/distance-education/student-services/pdf/HCC-Online\\_Student\\_Handbook.pdf](http://www.hccs.edu/media/houston-community-college/distance-education/student-services/pdf/HCC-Online_Student_Handbook.pdf)

**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.

### **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 Online Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

### **NEW ONLINE STUDENT USER ID**

Student new student login user ID will be student HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. It is the same number students use for class registration. For students who have taken ONLINE classes in previous semesters, the login will no longer be "firstname.lastname" + the last 2 digit of student SS #. If students do not know student User ID students can look it up using the following links:

- From the HCC home page, click on "Register Here"
- On the Student Web Services page, click on "Registration (Online)"
- Click on "Retrieve User ID" and follow the instructions.

Or use the direct link: <https://hccsaweb.hccs.edu:8080/servlets/iclientservlet/sauat/?cmd=start>

**The default student password has changed for “distance.” Please go to the new HCC Web page for instructions/information.** As always, students will then be prompted to change their password after their first login. Online classes will be taught in “Eagle 2.0” Please contact [desupport@hccs.edu](mailto:desupport@hccs.edu) if students need additional assistance with student log in.

### **ONLINE ADVISING AND COUNSELING**

Advising can be accomplished by telephone at 713/718-5275 - option # 4, via email at [decounseling@hccs.edu](mailto:decounseling@hccs.edu) by visiting the Distance Education Office at the HCC Administration Building, 3100 Main Street, 3rd floor and/or by on-site advising at other HCC locations upon request. Confidential sessions with the distance education counselors will help students understand admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. Houston Community College counselors also maintain a local referral base in order to provide appropriate referrals to students with personal or family issues that may require long-term solutions.

### **ONLINE TUTORING**

On Sept. 11, online tutoring at HCC (AskOnline) completed ten years of service to students. As we move into the next decade, we are using new technology to provide the same personalized tutoring with HCC staff. Students and faculty can access the new free system at [hccs.upswing.io](http://hccs.upswing.io). Students will use their Active Directory student ID and password, and faculty will use their HCC email and associated password. A video explaining how the new system works is located on the bottom of the Upswing log in page. For more information, contact Deborah Hardwick ([deborah.hardwick@hccs.edu](mailto:deborah.hardwick@hccs.edu)).

### **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://de.hccs.edu/media/houston-community-college/distance-education/student-services/2013-2014HCCDEStudentHandbook-%28Revised8-1-2013%29.pdf>).

### **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.

### **EARLY ALERT**

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

To help you avoid having to drop/withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your campus Advisor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

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: <https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

### **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 survey as part of the Houston Community College Student System online near the end of the term.

## **ACCESS TUTORING AT THEIR WEB SITE**

<http://www.hccs.edu/district/students/tutoring>

## **ACCESS HCC ONLINE POLICIES AT THEIR WEB SITE**

<http://www.hccs.edu/online/student-sevices/>

The HCC Online Student Handbook contains policies and procedures unique to the HCC Online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents.

## **HCC TITLE IX PREGNANCY POLICY**

The Title IX statement has been change to the following (changes in red) to address student pregnancy concerns:

*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:*

## **CAMPUS CARRY**

“At HCC the safety of our students, staff, and faculty is our priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.”

## **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 my supervisor, Ms. Willie Caldwell, Faculty Division Chair, at 713-718-7807 or Room N109 Scarcella Building, Stafford Campus.**

This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs.