



**Business Technology
Southwest College / Stafford Campus
Fall 2017**

POFI 1301—Computer Applications I
CRN 39007
Friday 8 a.m.—12:50 p.m.—Room E117
3 credit hours (2 lecture, 3 lab)
80 hours per semester—16 weeks
SCANS Competencies Included

INSTRUCTOR: Mary Ann Failla

INSTRUCTOR CONTACT INFORMATION:

Phone: 713-718-7808

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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 discuss course topics. Office hours are upon request. We can normally meet right after class in Room E117.

FINAL EXAM: December 15, 2017 at 8 a.m.

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: November 3, 2017 by 4:30 p.m.

COURSE DESCRIPTION

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

COURSE PREREQUISITES

POFT 1329 is recommended but not required. Familiarity with previous Microsoft programs is a plus.

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:

- Improve his or her ability to use the computer for everyday tasks.
- Create documents within a reasonable amount of time
- Choose the correct applications for the appropriate task
- Correct spelling, grammar, and punctuation for accuracy
- In Word, insert and format graphics
- In Word, create a table, resume, and cover letter
- In Word, type a research paper
- In Word, create a multi-column newsletter
- Create mailing labels by using mail merge in Word
- Create hyperlinks in Word
- Create, save, and navigate an Excel workbook
- Construct formulas and functions to solve problems in Excel
- In Excel, design what-if scenarios
- In Excel, sort and filter data
- Create different types of charts in Excel
- Start Access and create a new blank database
- Import data from Excel into Access
- In Access, create and run queries, create forms and report, design reports
- In Access, create relationships
- In PowerPoint, create a presentation
- In PowerPoint, format slide elements with transitions and animations
- In PowerPoint insert and format pictures and shapes
- In PowerPoint, insert videos and graphics
- In PowerPoint, add speaker notes and enhance presentations

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.

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.

POFI 1301—COMPUTER APPLICATIONS I

16 WEEKS / WEEKLY ASSIGNMENTS Fall 2017*

WEEK	TEXTBOOK CHAPTERS	
Microsoft Office 2016 (Word, Excel, Access, PowerPoint)		
INTRODUCTON		
1	Intro	<p>Introduction to Course Student/Instructor Introductions Policies/Procedures/Syllabus Syllabus Quiz <u>MyITLab for Office 2016</u>—Will be used during this semester! Discuss MyITLab student registration</p> <p style="color: red;">Access codes for MyITLab must be purchased from the HCC bookstore or directly through Pearson. Any codes purchased from other retailers, bought from a friend, etc. will not be supported by Pearson in the event that a code does not work. If your code was purchased at the HCC Bookstore or directly from Pearson, Pearson will work to resolve your issue with proof of purchase from either the HCC Bookstore or from Pearson.</p> <p><u>Introduction To Microsoft Office 2016 Features—File Management</u> Login to the computer Examine the different drives Complete information surveys and save to a flash drive Create folder and move information surveys to folder View orientation videos in MyITLab and complete quizzes for videos before next class session</p>
Windows 10/Introduction to Microsoft Word 2016		
2	Chapter 1	<p><u>Getting Started with Windows 10</u>—Windows 10 will be addressed throughout the semester.</p> <p><u>Introduction to Microsoft Office 2016 Features 1A & 1B</u>—Will be done as demonstration with class <u>Creating Documents with Microsoft Word 2016</u> Project 1A/Flyer (MyITLab Assignment) Project 1B/Information Handout (MyITLab Assignment) Project 1C/Photography (Textbook Assignment) Project 1D/Internship (Textbook Assignment) Project 1G/Mastery of 1A & 1B Skills (MyITLab Assignment)</p>

WEEK	TEXTBOOK CHAPTERS	
3	Chapter 2	<u>Creating Cover Letters and Using Tables to Create Resumes</u> Project 2A/Resume (MyItLab Assignment) Project 2B/Cover Letter and Envelope (MyItLab Assignment) Project 2G/Application Letter and Resume (MyItLab Assignment)
4	Chapter 3	<u>Creating Research Papers, Newsletters, and Merged Mailing Labels</u> Project 3A/Research Paper (MyItLab Assignment) Project 3B/Newsletter with Mailing Labels (MyItLab Assignment) Project 3C/Diet and Exercise Report (Textbook Assignment) Project 3D/Career Newsletter (Textbook Assignment) Project 3G/Mastery of 3A & 3B Skills (MyItLab Assignment)
5		TEST 1 (WORD 2016)—All Word work is due—grades will not be given for Word work after this date.
Introduction to Microsoft Excel 2016		
6	Chapter 1	<u>Creating a Worksheet and Charting Data</u> Project 1A/Sales Report with Embedded Column Chart and Sparklines (MyItLab Assignment) Project 1B/Inventory Valuation (MyItLab Assignment) Project 1C/Step Sales (Textbook Assignment) Project 1D/Band and Tubing Inventory (Textbook Assignment) Project 1G/Mastery of 1A & 1B (MyItLab)
7	Chapter 2	<u>Using Functions, Creating Tables, and Managing Large Workbooks</u> Project 2A/Inventory Status Report (MyItLab Assignment) Project 2B/Weekly Sales Summary (MyItLab Assignment) Project 2C/Roses (Textbook Assignment) Project 2D/Canada (Textbook Assignment) Project 2G/Mastery of 2A & 2B (MyItLab Assignment)
8	Chapter 3	<u>Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools</u> Project 3A/Enterprise Fund Pie Chart (MyItLab Assignment) Project 3B/Tourism Spending Projection with Line Chart (MyItlab) Project 3C/Parks (Textbook Assignment) Project 3D/Housing Permits (Textbook Assignment) Project 3G/Mastery of 3A & 3B (MyItLab Assignment)
9		TEST 2 (EXCEL 2016) All Excel work is due—grades will not be given for Excel work after this date.

WEEK	TEXTBOOK CHAPTERS	
Introduction to Microsoft Access 2016		
10	Chapter 1 Chapter 2	<u>Getting Started with Access 2016</u> Project 1A/Student Advising Database with Two Tables (MyItLab) Project 1B/Student Workshops Database (MyItLab) Project 1G/College Construction (MyItLab) <u>Sort and Query a Database</u> Project 2A/Instructors and Courses Database (MyItLab) Project 2B/Athletic Scholarships Database (MyItLab) Project 2G/Mastery of 2A & 2B Skills (MyItLab)
11	Chapter 3	<u>Forms, Filters, and Reports</u> Project 3A/Students and Majors Database (MyItLab) Project 3B/Job Openings Database (MyItLab)
12		TEST (ACCESS 2016) All Access work is due—grades will not be given for Access work after this date.
Introduction to Microsoft PowerPoint 2016		
13	Chapter 1 Chapter 2	<u>Getting Started with Microsoft Office PowerPoint</u> Project 1A/Company Overview (MyItLab) Project 1B/Itinerary Presentation (MyItLab) Project 1G/Northern Lights (MyItLab) <u>Formatting PowerPoint Presentations</u> Project 2A/Employee Training Presentation (MyItLab) Project 2B/Event Announcement (MyItLab) Project 2G/Orientation (MyItLab)
14	Chapter 3	<u>Enhancing a Presentation with Animation, Video, Tables, and Charts</u> Project 3A/Informational Presentation (MyItLab) Project 3B/Summary and Analysis Presentation (MyItLab) Project 3G/Travel (MyItLab) All PowerPoint work is due—grades will not be given for PowerPoint work after this date.
15		Review for Final Exam
16		FINAL EXAM (WORD, EXCEL, ACCESS & POWERPOINT)

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

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—discuss with professor for extenuating circumstances presented this semester.** If student is absent, it is his/her responsibility to contact the instructor to find out what specific assignments are due. **Student should not exceed six hours of 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!

Make-Up Test Policy: Students are expected to adhere to the weekly schedule of assignments and tests printed in the syllabus. Students are expected to be in class the day a test is given. There are no make ups for exams unless the student has contacted the instructor in advance and missing the day of the exam is due to an emergency beyond the student’s control. (i.e. medical emergency with documentation, death in the family, etc). 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
- Give descriptions 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

(SEO'S / STUDENT EVALUATION OF INSTRUCTION FORMS--NO LONGER WILL BE USED):

EGLS₃ -- Evaluation for Greater Learning Student Survey System

At Houston Community college, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the EGLS₃ as part of the Houston Community College System online near the end of the term.

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

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.

IAAR—Interactive Academic Advisement Report

Students are encouraged to complete an interactive academic advisement report (formerly known as a degree plan) with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor concerning the IAAR or contact the Business Technology Department for information concerning it. IAAR and Application for Degree/Certificate must be done online by student.

Virtual Career Center

The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, job search and many other resources. Orientations and registration are available at all Southwest College Campuses. <http://www.hccs.edu/district/students/career-planning/> Students should utilize the career center to request internships.

GRADING

HCCS Grading System

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

Grade	Points
A = 100-90	4 points per semester hour
B = 89-80	3 points per semester hour
C = 79-70	2 points per semester hour
D = 69-60	1 point per semester hour
F= 59 and below	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline will be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Student Evaluation

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

MyItLab/Textbook Exercises/Quizzes	40%
Production/Terminology Tests	40%
Final Exam	20%

INSTRUCTIONAL MATERIALS

- **Go! With Microsoft Office 2016, Volume 1**, Authors: Shelly Gaskin, Alicia Vargas, Nancy Graviett and Debra Geoghan; Publisher: Pearson Education Inc. as Prentice Hall
- One 1.0 GB or greater memory USB Flash Drive, folder, writing pad (for notes), pens, pencils, highlighter.

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

As of 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 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. **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. Contact your instructor via your**

student e-mail account with HCC—not your personal e-mail. 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 absences (the 6 hours includes accumulated minutes for arriving late to class and leaving class early).** 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 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.

International Students

Contact the International Student Office if you have questions about your visa status.

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-services/>

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.

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 **Q** 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.

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. Inform the instructor if the behaviors of class members make it difficult for him/her to carry out their assigned tasks.

CELL PHONES

To show respect of fellow students and instructor, students will turn off/silence cell phones and other electronic devices, and will not use these devices inside the classroom.

FOOD AND DRINKS

Food and/or drinks are not permitted in the computer labs.

CHILDREN

Due to liability issues and HCC Policy, children are not allowed in the classrooms/computer labs.

STUDENTS WITH DISABILITIES

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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 <http://www.hccs.edu/district/students/disability-services/>

CAMPUS CARRY LAW--At HCC the safety of our students, staff, and faculty is our first 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/>.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

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 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

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

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. Willie Caldwell, Department Chair, at 713-718-7808 or Room N109, Scarcella Building.