



**Business Technology
Business Center of Excellence**

POFI 1301- COMPUTER APPLICATIONS I

Fall 2018 - CRN: 14155

Mon/Wed: 8:00-10:55 a.m. & Fridays 7:20-8:25

3 credit hours (2 lecture, 3 lab)-80 hours

14 Weeks: In Class Instruction

SCANS Competencies Included

INSTRUCTOR: N. Babineaux-Henry

INSTRUCTOR CONTACT INFORMATION:

Phone: 281-498-8110 ext. 7223

E-mail: n.babineauxhenry@hccs.edu

OFFICE LOCATION AND HOURS

Please feel free to contact me concerning any problems that students are experiencing in this course. Students do not need to wait until they have received a poor grade before asking for my assistance. Student performance in my class is very important to your success. I am available to hear student concerns and just to discuss course topics. Office hours are available upon request.

FINAL EXAM: Wednesday December 12, 2018

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: Friday November 2nd by 4:30 p.m.

COURSE DESCRIPTION

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

COURSE PREREQUISITE(S): NONE

PROGRAM LEARNING OUTCOMES

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

STUDENT LEARNING OUTCOMES

The student will be able to:

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

LEARNING OUTCOMES

The student will:

- Demonstrate basic proficiency in commonly used applications.
- Demonstrate proficiency by selecting and using the appropriate application software to solve business problems.
- Demonstrate technical computer based skills needed to prepare documents, presentations, and spreadsheets using Microsoft's Office Suite Software (including, Access, Word, Excel, PowerPoint, and Outlook).
- Demonstrate Internet skills including e-mail management, web research, and document exchange.

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, 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.

16 WEEK COURSE CALENDAR

POFI 1301

Weekly Schedule

WEEK	TEXTBOOK CHAPTERS Microsoft Office 2016 Professional Suite (Word, Excel, Access, PowerPoint, etc.)	
1 Aug. 27 th -31 st	Introduction Chapter 1	<p>Microsoft Word 2016 Unit</p> <p>Syllabus & Class Expectations</p> <p>Introduction to Microsoft Office 2016 Features 1A: Create, save, and print a Microsoft Office document 1B: Perform commands, apply formatting, and install apps for Office in Microsoft Office 2016</p> <p>Creating Documents with Microsoft Word 2016 1A: Create a Flyer with a picture Objective 1-Create a New Document and Insert Text; Objective 2-Insert and Format Graphics; Objective 3- Insert and Modify Text Boxes and Shapes; Objective 4-Preview and Print a Document 1B: Format Text, paragraphs, and documents Objective 5- Change Document and Paragraph Layout; Objective 6-Create and Modify Lists; Objective 7-Set and Modify Tab Stops; Objective 8-Insert a SmartArt Graphic and an Online Video My IT Lab Assignments and Projects Chapter Exam</p>
Word 2016		
2 Sep. 3 rd -7 th Labor Day Holiday-Sept. 3 rd	Chapter 2	<p>Creating Cover Letters and Using Tables to Create Resumes 2A: Write a resume by using a Word Table 2B: Write a cover Letter and Print an Envelope My IT Lab Assignments and Projects Chapter Exam</p>

3 Sept. 10 th -14 th Sept. 17 th -21 st	Chapter 3	<p>Creating Research Papers, Newsletters, and Merged Mailing Labels 3A: Create a research paper that includes citations and a bibliography 3B: Create a multiple-column newsletter and merged mailing labels My IT Lab Assignments and Projects Chapter Exam</p> <p>Microsoft Office Specialist Certification Exam Word 2016</p>
EXCEL 2016		
4 Sept. 24 th -28 th	Chapter 1	<p>Microsoft Office Excel 2016 Unit</p> <p>Creating a Worksheet and Charting Data 1A: Create a sales report with an embedded column chart and sparklines 1B: Calculate the value of an inventory My IT Lab Assignments and Projects Chapter Exam</p>
5 Oct. 1 st -5 th	Chapter 2	<p>Using Functions, Creating Tables, and Managing Large Workbooks 2A: Analyze inventory by applying statistical and logical calculations to data and by sorting and filtering data 2B: Summarize the data on multiple worksheets My IT Lab Assignments and Projects Chapter Exam</p>
6 Oct. 8 th -12 th Oct. 15 th -19 th	Chapter 3	<p>Analyzing Data with Pie Charts, Line Charts, and What if Analysis Tools 3A: Present fund data in a pie chart 3B: Make projections using what-if analysis and present projections in a line chart My IT Lab Assignments and Projects Chapter Exam</p> <p>Microsoft Office Specialist Certification Exam Excel 2016</p>
Access 2016		
7 Oct. 22 nd - 26 th	Chapter 1	<p>Microsoft Office Access 2016 Unit</p> <p>Getting Started with Microsoft Access 2016 1A: Create a New Database 1B: Create a database from a template My IT Lab Assignments and Projects Chapter Exam</p>
8 Oct. 29 th - Nov. 2 nd	Chapter 2	<p>Sort and Query a Database 2A: Sort and Query a database 2B: Create Complex Queries My IT Lab Assignments and Projects Chapter Exam</p>

9 Nov. 5 th -9 th	Chapter 3	Forms, Filters, and Reports 3A: Create forms to enter and delete records and to display data in a database 3B: Create reports to display database information My IT Lab Assignments and Projects Chapter Exam Microsoft Office Specialist Certification Exam Access 2016
PowerPoint 2016		
10 Nov 12 th -16 th	Chapter 1	Microsoft Office PowerPoint 2016 Unit Getting Started with Microsoft PowerPoint 1A: Create a company overview presentation 1B: Create a new product announcement presentation My IT Lab Assignments and Projects Chapter Exam
11 Nov 19 th -21 st	Chapter 2	Formatting PowerPoint Presentations 2A: Format a presentation to add visual interest and clarity 2B: Enhance a presentation with WordArt and SmartArt My IT Lab Assignments and Projects Chapter Exam
12 Nov. 26 th -30 th	Chapter 3	Enhancing a Presentation with Animation, Video, Tables, and Charts 3A: Customize a presentation with animation and video 3B: Create a presentation that includes data in tables and charts My IT Lab Assignments and Projects Chapter Exam Microsoft Office Specialist Certification Exam PowerPoint 2016
13 Dec. 3rd-7th	Integrating Word, Excel, Access, and PowerPoint	Integrating Word, Excel, Access, and PowerPoint 1A: Create an Excel workbook that includes data exported from Access and Data copied from Word and PowerPoint 1B: Link Excel data to a Word document and complete a mail merge in Word using Access data. My IT Lab Assignments and Projects Chapter Exam Microsoft Office Specialist Certification Exam PowerPoint 2016
14 Dec. 10 th -14 th	FINAL EXAM WEEK	

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 students with knowledge concerning office technology, modeling good teaching strategies, and organizing and monitoring the field experience that allows students to connect the information that students learn in this course to the real world of education.

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

STUDENT ASSIGNMENTS

Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that you will need to remember for mastery skills related to this course.

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 have -20 points deducted for each calendar day and will not be accepted after Day 3.** If the student has exceeded three absences, no work will be accepted late and the excessive absences will result in the student failing and withdrawal from the class.

Instructions for submitting assignments

See instructor for special instructions.

MAKE-UP TEST POLICY

All tests are to be taken on assigned day. However, I do understand that sometimes extenuating circumstances may occur. Please see teacher for makeup test procedures.

INSTRUCTOR REQUIREMENTS

As an 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
- Provide descriptive instructions and rubrics for any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

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

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

PROGRAM/DISCIPLINE REQUIREMENTS

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

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department for information about filing a degree plan.

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
59 and below = F	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

STUDENT EVALUATION

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

Assessments	45%
Projects and Critical Thinking Exercises	25%
Textbook Exercises, SAM training, and Quizzes	10%
Final Exam	20%
TOTAL	100%

NOTICE:

- Assignments/Exams/Final Exams must be turned in to the instructor only, on the specified due dates.
- Assignments/Exams/Final Exams will not be accepted if turned in to other HCC faculty/staff members or if left in instructor's mailbox. Please see instructor if emergency arrangements must be made.
- This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs.

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.

INSTRUCTIONAL MATERIALS

GO! With Microsoft Office 2016 - Volume 1 by Gaskin/Ferrett/Vargas/McLellan // WITH MYITLAB 2016 CODE ACCESS; Prentice Hall/ Pearson Publishing; ISBN-9780134526591

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.

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.

HCC COURSE WITHDRAWAL AND ATTENDANCE POLICY HCC Course Withdrawal Policy (updated 7/26/2010) 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.**

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

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.

CLASS ATTENDANCE

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their Blackboard class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Blackboard, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their Blackboard class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

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 at 713-718-8520 if you have questions about your visa status.

STUDENTS WITH DISABILITIES

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

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

DISABILITY SUPPORT SERVICES OFFICES:

System: 713.718.5165

Central: 713.718.6164 – *also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.*

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

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

HCC TITLE IX PREGNANCY POLICY

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 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/>.”

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. Access Upswing Tutor <https://hccs.upswing.io> Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

ACCESS TUTORING AT THEIR WEB SITE

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

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

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

CLASSROOM BEHAVIOR

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

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, Willie Caldwell is Chair for Business Technology,
<http://southwest.hccs.edu/southwest/workforce/business-technology>