



Business Technology Northwest College

POFI 1341 – COMPUTER APPLICATIONS II

SPRING 2016 - CRN: 93293

Monday/Wednesday 8:00-10:55 a.m. & Friday 7:20-8:25

In Class Instruction: 3 credit hours (2 lecture, 3 lab)-80 hours per semester-16 weeks

SCANS Competencies Included

INSTRUCTOR: N. Babineaux-Henry

INSTRUCTOR CONTACT INFORMATION: *Phone:* 281-988-3010

E-mail: n.babineauxhenry@hccs.edu or nikki.babineaux@aliefisd.net

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 May 11th 2016

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: Tuesday April 5, 2016 at 4:30 p.m.

COURSE DESCRIPTION

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. The student will demonstrate proficiency in commonly used software applications and identify and explain the concepts involved in producing documents using advanced features of software applications. Emphasis is on developing end-user proficiency skills for office environments.

COURSE PREREQUISITE: POFI 1301

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

1. The student will apply advanced features using computer applications to produce documents.
2. Students will complete documents under timed production conditions.
3. Students will select correct document formats and layouts, and assess documents for correct grammar, spelling, and punctuation.
4. Students will demonstrate end-user proficiency skills for the office environments.

LEARNING OBJECTIVES

- 1.1 Create documents from Existing Templates
- 1.2 Create Form Letters
- 1.3 Enter Data in a customized template
- 1.4 Import Data into Excel

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 1341

Weekly Activity Schedule

WORD UNIT
<p><u>Week 1:</u> January 11th - January 15th Chapter 1 – Working with Templates, Styles and Charts Project 1A: Class Assignments: Objectives 1-3 Project 1B: Class Assignments: Objectives 4-6 Exam</p>
<p><u>Week 2:</u> January 18th -22nd (MLK Holiday -Jan. 18th) Chapter 2 – Creating Form Letters in Groups Project 2A: Class Assignments: Objectives 1-2 Project 2B: Class Assignments: Objectives 3-6 Exam</p>
<p><u>Week 3:</u> January 25th -29th GMetrix Lessons Practice MOS Exam MOS Exam-Word Expert 2010 </p>
EXCEL UNIT
<p><u>Week 4:</u> February 1st -5th Chapter 3 – Using Templates, Range Names, and Lookup Functions Project 3A: Class Assignments: Objectives 1-4 Project 3B: Class Assignments Objectives 5-8 Exam</p>
<p><u>Week 5:</u> February 8th -12th Chapter 4 – Importing Data and Using Excel as a Database Project 4A: Class Assignments: Objectives 1-2 Project 4B: Class Assignments: Objectives 3-4 Exam</p>
<p><u>Week 6:</u> February 15th-19th Chapter 5 – Summarizing Data and Making Business Decisions Project 5A: Class Assignments: Objectives 1-2 Project 5B: Class Assignments: Objectives 3-5 Exam</p>
<p><u>Week 7:</u> February 22nd -26th GMetrix Lessons Practice MOS Exam MOS Exam-Excel Expert 2010 </p>

ACCESS UNIT
<p><u>Week 8:</u> February 29th- March 4th</p> <p>Chapter 6 – Designing and Building a Relational Database</p> <p>Project 6A: Class Assignments: Objectives 1-3</p> <p>Project 6B: Class Assignments: Objectives 4-6</p> <p>EXAM</p>
<p><u>Week 9:</u> March 7th -11th</p> <p>Chapter 7 – Automating Data Entry with Forms</p> <p>Project 7A: Class Assignments: Objectives 1-2</p> <p>Project 7B: Class Assignments: Objectives 3-5</p> <p>EXAM</p>
<p><u>Spring Break</u> March 14th -18th</p>
<p><u>WEEK 10:</u> March 21st-25th</p> <p>Chapter 8 – Customizing Data Output with Reports</p> <p>Project 8A: Class Assignments: Objectives 1-2</p> <p>Project 8B: Class Assignments: Objectives 3-5</p> <p>Unit Exam</p>
<p><u>WEEK 11:</u> March 28th-April 1st</p> <p>GMetrix Lessons</p> <p>Practice MOS Exam</p> <p>MOS Exam-Access 2010</p> 
POWERPOINT UNIT
<p><u>Week 12:</u> April 4th-8th</p> <p>Chapter 9 – Enhance a Presentation w Advanced Table, Chart, & Animation Techniques</p> <p>Project 9A: Class Assignments: Objectives 1-2</p> <p>Project 9B: Class Assignments: Objectives 3-4</p> <p>Exam</p>
<p><u>Week 13:</u> April 11th-15th</p> <p>Chapter 10 – Delivering Custom Presentations</p> <p>Project 10A: Class Assignments: Objectives 1-2</p> <p>Project 10B: Class Assignments: Objectives 3-4</p>
<p><u>Week 14:</u> April 18th-22nd</p> <p>Chapter 11-Create Templates, Photo Albums, and Web Pages</p> <p>Project 11A: Class Assignments: Objectives 1-2</p> <p>Project 11 B: Class Assignments: Objectives 3-4</p>
<p><u>Week 15:</u> April 25th-29th</p> <p>Congratulations -All students are already certified in PowerPoint</p> <p>Final PowerPoint Project</p>
<p><u>Week 16:</u> May 2nd -6th – Final Exam Review and any MOS Exam Makeups</p> <p><u>Week 17:</u> May 9th -13th - Final Exams</p> 
<p>All Students that have passed required exams will receive MOS MASTER’s Certification in mail.</p>

INSTRUCTIONAL METHODS

POFI 1341 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 25 points deducted for each calendar day and will not be accepted after day 2.** 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 three absences, no work will be accepted late and the excessive absences will result in the student failing. **THE LATE POLICY WILL BE STRONGLY ENFORCED!!** Please plan accordingly and use time wisely in class.

All assignments must be completed in class. If you do not finish an assignment, you must attend study hall or tutorials. **Assignments will NOT be accepted if completed in the college center**

Instructions for submitting assignments

All assignments will be submitted to a student drop box and/or a hard copy. See instructor for special instructions.

Make-Up Test Policy

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Check with instructor for making up a test.

Cheating

See academic dishonesty policy. **FLASH DRIVES ARE NOT ALLOWED TO BE USED DURING CLASS TIME.** If a flash drive is used during class time, assignments for the day will be awarded a zero.

Tutorials

Offered Tuesday and Thursday *-Schedule will be announced weekly*

AECHS LAB EXPECTATIONS

- Adhere to district AUP policy and procedures
- Flash Drives are not allowed in computers unless you receive prior approval
- Class computers are to be used to complete class activities/projects.
- Only access your student H Drive and files
- Altering computer settings, Downloading, & accessing IM/personal e-mail are not permitted
- Cell phones and any other electronic devices should not be visible at any time during class unless you have permission
- The class set of books remain in the classroom
- Any damage to your assigned equipment needs to be reported immediately to the teacher.
- Any physical disrespect towards the hardware or classroom furniture will result in loss of privileges in using the computer and/or require monetary restitution.
- All computer stations and work areas must be cleaned and organized at end of each class
- Food and/or drinks must be consumed in café or patio only

INSTRUCTOR REQUIREMENTS

As student Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

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

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

PROGRAM/DISCIPLINE REQUIREMENTS

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Computer Applications 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 Computer Applications.

Degree Plan

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

Virtual Career Center

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

<http://www.hccs.edu/hccs/current-students/career-planning-and-resources/southwest-college>

GRADING

NOTE: Students enrolled in this class will receive Dual Credit (high school and college credit) for the course with a grade of a 70 or higher.

HCCS Grading System

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

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

Student Evaluation

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

Assessments	40%
Projects and Critical Thinking Activities	30%
Textbook Exercises and Quizzes	10%
Final Exam	20%
TOTAL	100%

Alief ISD Grading System-High School Credit

Alief ISD grading system will be used to evaluate students' performance in this course.

Grade	Score
A-Excellent	100-90
B-Good	89-80
C-Fair	79-75
D-Passing	74-70
F-Failure	69 and below

Student Evaluation

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

Assessments	50%
Projects and Critical Thinking Exercises	35%
Textbook Exercises and Quizzes	15%
TOTAL	100%

NOTICE:

- Assignments/Exams/Final must be turned in to the instructor only, on the specified due dates.
- Assignments/Exams/Final 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.

INSTRUCTIONAL MATERIALS

- ***GO! With Microsoft Office 2007 -Advanced***, by Gaskin/ Ferrett/Vargas/ Marks, Publisher: Prentice Hall-Pearson ISBN 0536770166

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

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 DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

International Students

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

STUDENTS WITH DISABILITIES

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

DISABILITY SUPPORT SERVICES OFFICES:

System: 713.718.5165

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

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

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

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

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: www.edurisksolutions.org . Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

ONLINE TUTORING

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

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.

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

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 Beth Smith, AECHS Program Principal, 281-988-3010 or Willie Caldwell, email: willie.caldwell@hccs.edu or 713-718-7808 or Room N109 Scarcella Building.