



## **Business Technology Northwest College**

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### **COMPUTER APPLICATIONS II CRN 71722 – Spring 2011 Credit: 3 (3 lecture) 12 weeks**

**Instructor: R. Van Abbott**

**Instructor Contact Information: Phone: 713-718-5701**

#### **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 students have received a poor grade before asking for my assistance. Student performance in my class is very important to me. I am available to hear student concerns and just to discuss course topics. Office hours are upon request.

#### **Instructional Materials**

**Computer Applications II-GO! With Microsoft Office 2010-Volume 2-Shelley Gaskin, Nancy Graviett, Donna Madsen, Suzanne Marks, Carol Martin, and Toni Marucco  
ISBN: 13 978-0-558-92923-7**

#### **Course Description**

Overview of computer applications including current terminology and technology. Review of 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 Review of computer applications which run under windows environment on PC compatible platform, including current terminology and technology. Introduction to advance computer software applications and procedures.

#### **Prerequisites**

Application I

## **Course Goals**

- to complete the required units from the textbook.
- to demonstrate the ability to complete documents under timed production conditions.
- to demonstrate the ability to work in a self-paced, individualized instructional environment utilizing time-management and work organizational skills.
- demonstrate the ability of selecting correct document formats and layouts, and assessing documents for correct grammar, spelling, and punctuation.

## **Student Learning Outcomes**

This is a hands-on, self-paced, individualized, instructional course. Thus, the student is responsible for reading all appropriate training chapters and completing each training exercise as indicated on the class schedule.

## **Learning Objectives**

Students will:

- complete the required units from the textbook.
- demonstrate the ability to complete documents under timed production conditions.
- demonstrate the ability to work in a self-paced, individualized instructional environment utilizing time-management and work organizational skills.
- demonstrate the ability of selecting correct document formats and layouts, and assessing documents for correct grammar, spelling, and punctuation.

## **Scans or Core Curriculum Statement and Other Standards**

Credit: 3 (2 lecture 3 lab)

## **Statement of Workplace and Foundation Competencies**

Houston Community College is determined to prepare students with the knowledge and skill students need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for POFI 1341—Applications II.

### **Workplace Competencies**

#### **Manage Resources: Identifies, organizes, plans, and allocates resources**

Students in POFI 1341—Applications II will be introduced to advancements are changes in technology processes and procedures. Also, from a technological standpoint, two developments—the desktop computer and the Internet—have had a profound impact on administrative office management. They 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 problem solving.

**Interpersonal: Works with others**

Students in POFI 1341 — Applications ii at times work together in groups. Many times these groups are randomly selected, thus giving the students an opportunity to interact with different types of students. Students must learn to use leadership skills, learning skills, negotiating skills, and evaluating skills as they work together to accomplish a common goal.

**Information: Acquires and uses information**

Students in POFI 1341—Applications II must acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, the Internet, and reference books available in the classroom. Most importantly, students must use computers to process information and to perform various tasks.

**Technology: Works with a variety of technologies**

Students in POFI 1341—Applications II must work with spreadsheet technology specific to mathematical tasks.

**Foundation Skills**

Students in POFI 1341—Applications II must demonstrate basic skills: read, write, listen and speak. The student must learn to locate, understand, and interpret written information from the textbook, workbook, and machine calculation applications.

Students in must demonstrate thinking skills: think creatively, make decisions, solve problems, visualize, know how to learn, and reason in many activities regarding records management.

Students in POFI 1341—Applications II must also demonstrate personal qualities: display--responsibility, self-esteem, sociability, self-management, and integrity and honesty.

**Five Competencies**

Resources: Identifies, organizes, plans, and allocates resources

- A. Time—Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules
- B. Money—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. Material and Facilities—Acquires, stores, allocates, and uses materials or space efficiently
- D. Human Resources—Assesses skills and distributes work accordingly, evaluates performance and provides feedback

**Interpersonal: Works with others**

- A. Participates as Member of a Team—contributes to group effort
- B. Teaches Others New Skills
- C. Serves Clients/Customers—works to satisfy customers' expectations
- D. Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- E. Negotiates—Works toward agreements involving exchange of resources, resolves divergent interests
- F. Works with Diversity—works well with men and women from diverse backgrounds.

**Information: Acquires and uses information**

- A. Acquires and Evaluates Information
- B. Organizes and Maintains Information
- C. Interprets and Communicates Information
- D. Uses Computers to Process Information

**Systems: Understands complex inter-relationships**

- A. Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them
- B. Monitors and Corrects performance—distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
- C. Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance

**Technology: Works with a variety of technologies**

- A. Selects Technology—chooses procedures, tools or equipment including computers and related technologies
- B. Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment
- C. Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies

## **A THREE-PART FOUNDATION**

### **Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

- A. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. Writing—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. Arithmetic/Mathematics—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. Listening—receives, attends to , interprets, and responds to verbal messages and other cues
- E. Speaking—organizes ideas and communicates orally

### **Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons**

- A. Creative Thinking—generates new ideas
- B. Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
- C. Problem Solving—Recognizes problems and devises and implements plan of action
- D. Seeing Things in the Mind’s Eye—organizes, and processes symbols, pictures, graphs, objects, and other information
- E. Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills
- F. Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

### **Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty**

- A. Responsibility—exerts a high level of effort and perseveres towards goal attainment
- B. Self-Esteem—believes in own self-worth and maintains a positive view of self
- C. Sociability—demonstrates understanding, friendliness, and adaptability, empathy, and politeness in-group settings.
- D. Self-Management—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. Integrity/Honesty—chooses ethical courses of action

## 12 WEEK CALENDAR

### WORD

#### **Week 1 Chapter 1 – Using the Common features of Microsoft Office 2010**

Project 1A:

Class Assignments: Objectives 1-6

Project 1B

Class Assignments: Objectives 7-12

#### **Week 2 Chapter 4 – Using Styles and Creating Multilevel Lists and Charts**

Project 4A:

Class Assignments: Objectives 1-4

Project 4B:

Class Assignments: Objectives 5-8

#### **WEEK THREE Chapter 5 – Creating Web Pages and Using Advanced Proofing Options**

Project 5A:

Class Assignments: Objectives 1-3

Project 5B

Objectives 4-8

#### **WEEK FOUR Chapter 6 – Building Documents from Reusable Content and Revising Documents Using Markup Tools**

Project 6A:

Class Assignments: Objectives 1-3

Project 6B

Objectives 4-6

**Word Test**

### EXCEL

#### **WEEK FIVE Chapter 4 – Use financial and Lookup functions, Define Names, and Validate Data**

Project 4A:

Class Assignments: Objectives 1-3

Project 4B

Class Assignments: Objectives 4-7

**WEEK SIX Chapter 5 – Managing Large Workbooks and Using Advanced Sorting and filtering**

Project 5A:

Class Assignments: Objectives 1-4

Project 5B

Class Assignments: Objectives 5-7

**WEEK SEVEN Chapter 6 – Creating Charts, Diagrams and Templates**

Project 6A:

Class Assignments: Objectives 1-4

Project 6B

Class Assignments: Objectives 5-7

**Excel Test**

**WEEK EIGHT (Spring Break)**

**ACCESS**

**WEEK NINE Chapter 4 – Enhancing Tables**

Project 4A:

Class Assignments: Objectives 1-3

Project 4B

Class Assignments: Objectives 4-9

**Chapter 5 – Enhancing Queries**

Project 5A:

Class Assignments: Objectives 1-5

Project 5B

Class Assignments: Objectives 6-10

**Chapter 6 – Customizing Forms and Reports**

Project 6A:

Class Assignments: Objectives 1-4

Project 6B

Class Assignments: Objectives 5-8

## **POWERPOINT**

### **WEEK TEN Chapter 4 –Creating Templates and Reviewing, Publishing, and Protecting Presentations**

Project 4A:

Class Assignments: Objectives 1-5

Project 4B

Class Assignments: Objectives 3-5

### **Chapter 5 –Applying Advanced Graphic Techniques and Inserting Audio and Video**

Project 5A:

Class Assignments: Objectives 1-5

Project 5B

Class Assignments: Objectives 6-8

### **Chapter 6 – Delivering a Presentation**

Project 6A:

Class Assignments: Objectives 1-3

Project 6B

Class Assignments: Objectives 4-6

## **WEEK ELEVEN**

**PowerPoint Test**

## **WEEK TWELVE**

## **FINAL EXAM**



## **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 record management techniques, terminology and the evolution for records and information management. Modeling good teaching strategies, and organizing and presenting sound principles of records and information management that include the entire range of records—paper, image records, and electronic media used in computerized systems, along with the key management functions as they relate to records management. The experiences that allows students to connect the information that students learn in this course to the real world.

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

## **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 students will need to remember for student success in student reaching student goals.

Submit assignments under the Assignment Icon unless unspecified otherwise by 11:30 p.m. of the due date. Assignments will lose 10 percent per day for all late assignments. No assignment will be accepted if more than 3 days late. Assignments later than 3 days will not be accepted without documented emergencies.

## **Reading Requirements**

Students are responsible for reading all assigned module material. Students must be familiar with the all documents in a module in order to pass the exams for this class. It is very important that students read and complete documents in the module to be able to complete the assigned documents before submitting to the professor. To insure that students are reading, pop quizzes will be given from the modules and checkpoints reviews.

## **Note to Student**

If students have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If student concerns are not resolved, students are encouraged to meet with my supervisor, Ms Jerelean Boyd, JDB Building Room 200, Central Campus.

## **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 Policy Statement-ADA**

The Office of Students with Disabilities at HCC reminds students that they are required to request assistance from the ADA.

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the

respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

To visit the ADA Web site, log on to [www.hccs.edu](http://www.hccs.edu), click Future students, scroll down the page and click on the words Disability Information.

For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college.

District ADA Coordinator - Donna Price - 713.718.5165

Central ADA Counselors - Jaime Torres - 713.718.6164

Martha Scribner - 713.718.6164

Northeast ADA Counselor- Kim Ingram - 713.718.8420

Northwest ADA Counselor - Mahnaz Kolaini - 713.718.5422

Southeast ADA Counselor - Jette Lott - 713.718.7218

Southwest ADA Counselor - Dr. Becky Hauri - 713.718.7910

Coleman ADA Counselor - Dr. Raj Gupta - 713.718.7631

### **New DE 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 DE 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/clientservlet/sauat/?cmd=start>

The default student password will still be “distance.” As always, students will then be prompted to change their password after their first login. These new student login procedures apply to classes taught in Blackboard. Please contact [desupport@hccs.edu](mailto:desupport@hccs.edu) if students need additional assistance with student log in.

## **Distance Education 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.

## **International Students**

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

## **Notice for students living outside of Houston**

Students who live outside the Houston area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor. Please see the Distance Education (DE) Student Services webpage for information at the following URL:  
[http://distance.hccs.edu/de-counseling/student\\_out\\_houston.htm](http://distance.hccs.edu/de-counseling/student_out_houston.htm)

## **HCC Policy Statements**

*Class Attendance - It is important that students come to class!* Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases student ability to succeed. Students are expected to attend all lecture and labs regularly. Students are responsible for materials covered during student absences. Class attendance is checked daily. Although it is student responsibility to drop a course for nonattendance, the instructor has the authority to drop students for excessive absences.

If students are not attending class, students are not learning the information. As the information that is discussed in class is important for student career, students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

Students may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, students do not have to notify the instructor prior to missing a class. However, if

this happens too many times, students may suddenly find that students have “lost” the class.

Poor attendance records tend to correlate with poor grades. If students miss any class, including the first week, students are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if students unavoidably miss a class.

Class attendance equals class success.

### **HCC Course Withdrawal Policy**

If students feel that students cannot complete this course, students will need to withdraw from the course prior to the final date of withdrawal. Before, students withdraw from student course; please take the time to meet with the instructor to discuss why students feel it is necessary to do so. The instructor may be able to provide students with suggestions that would enable students to complete the course. Student success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which student professor will “alert” students and distance education (DE) counselors that students might fail a class because of excessive absences and/or poor academic performance. Contact student DE professor or a DE counselor to learn about what, if any, HCC interventions might be available to assist students – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve student academic performance.

**In order to withdraw from student DE class, students MUST contact a DE counselor or student DE professor and this must be done PRIOR to the withdrawal deadline to receive a “W” on student transcript.** If students do not withdraw before the deadline, students will receive the grade that students have earned by the end of the semester. Zeros averaged in for required assignments/tests not submitted will lower student semester average significantly, most likely resulting in a failing grade (“F”). Please do **not** contact both a DE counselor and student DE professor to request a withdrawal; either one is sufficient.

**The final withdrawal deadline for regular term and second start classes is July 27, 2010 at 4:30 PM.** However, classes of other duration (mini-term, flex-entry, 8-weeks, etc.) have different final withdrawal deadlines. Please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email or telephone with a DE professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*

## **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 students are considering course withdrawal because students are not earning passing grades, confer with student instructor/counselor as early as possible about student study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

## **HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. Students are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If students are charged with an offense, pleading ignorance of the rules will not help students. 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)

## **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 at 713-718-6490 for information about filing a degree plan.

## **Classroom Behavior**

As student instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Student 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.

## **Virtual Classroom Conduct**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

## **Use of Camera and/or Recording Devices**

As a student active in the learning community of this course, it is student responsibility to be respectful of the learning atmosphere in student classroom. To show respect of student fellow students and instructor, students will turn off student phone and other electronic devices, and will not use these devices in the classroom unless students receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

## **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. Distance Education students in Workforce Development with Critical Thinking 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.

### **Grading**

Student instructor will conduct quizzes, exams, and assessments that students can use to determine how successful students are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If students find students are not mastering the material and skills, students are encouraged to reflect on how students study and prepare for each class. Student instructor welcomes a dialogue on what students discover and may be able to assist students in finding resources on campus that will improve student performance.

Daily activities include class participation, assignments, and applications:

90-100	A
80-89	B
70-79	C
60-69	D
59-Below	F

Class Assignments/Applications	60%
Tests/Final Exam	40%
Total	100%

**LAST DAY FOR ADMINISTRATIVE/STUDENT WITHDRAWALS: April 21, 2011**

**INSTRUCTION ENDS: May 8, 2011**

**FINAL EXAMINATIONS: TBA**

**GRADES AVAILABLE TO STUDENTS: TBA**

<b>CLOSED FOR HOLIDAY:</b>	February 21, 2011	President
	March 14-20, 2011	Spring Break
	April 22-24, 2011	Easter Break