Business Technology
Central College

POFI 1341—Computer Applications II
CRN 67007 – Fall 2013
80 hours per semester-16 weeks (Regular Term/RT) or **8 weeks** (Second Start/SS)

DISTANCE EDUCATION

SCANS Competencies Included

INSTRUCTOR: Rita Punch-Lagard, MBA

INSTRUCTOR CONTACT INFORMATION:
Phone: (713) 718-6034
E-mail: Eagle Online—This is within your class. Please use this email.
Alternate e-mail: rita.punch-lagard@hccs.edu
(I will respond to voice and email messages within 24 hours)

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 just to discuss course topics. Office hours are upon request.

FINAL EXAM: To Be Announced

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: November 22**, 2013, 4:30 p.m. ANY DROPS AFTER THIS DATE, YOU "WILL" RECEIVE AN "F" or "FX".**

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 PREREQUISITES
POFI 1301 and POFI 1329

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. 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

The student will:

1.1 Create a document from an existing template
1.2 Create a form letter
1.3 Check a document for spelling and grammar.
1.4 Merge letters with Records from the Data Source
1.5 Customize an Excel Template
1.6 Create Range Names in Excel
4.1 Import Data into Excel
4.2 Create Forms and Reports with Related tables
4.2 Create Forms with Subforms
4.4 Build a Form in Design View
4.5 Build Reports based on queries
4.6 Format tables and modify a table in PowerPoint
4.7 Use Graphic Elements to enhance a slide and work with grouped objects.
4.8 Create a template in PowerPoint

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.

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The Distance Education Student Handbook contains policies and procedures unique to the DE 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. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: http://de.hccs.edu/de/de-student-handbook

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8 WEEK COURSE CALENDAR

POFI 1341—COMPUTER APPLICATIONS II

Weekly Activity Schedule

WEEKLY SCHEDULE ASSIGNMENTS

In each chapter, complete Projects A, B- (Go to Myitlab)

WEEK	TEXTBOOK CHAPTERS	
Microsoft Office 2010 Professional Suite (Word, Excel, Access, PowerPoint, etc.)		
	Intro:	Submit - Bio- Week 1 Introductions: Syllabus and Chapter 1—Using the Common Features of Microsoft Office 2010-**Textbook Assignment** **MyitLab Assignment-(Preview)-No Grade**
WORD 2010		
	Chapter 4	Using Styles and Creating Multilevel Lists and Charts-**Textbook Assignment** **MyitLab Assignment**
	Chapter 5	Creating Web Pages and Using Advanced Proofing Options –**Textbook Assignment** **MyitLab Assignment**
	Chapter 6	Building Documents from Reusable Content and Revising Documents Using Markup Tools-**Textbook Assignment** **MyitLab Assignment**
	TEST 1	**WORD 2010**
EXCEL 2010		
	Chapter 4	Use Financial and Lookup Functions, Define Names, and Validate Data-**Textbook Assignment** **MyitLab Assignment**
	Chapter 5	Managing Large Workbooks and Using Advanced Sorting and Filtering-**Textbook Assignment** **MyitLab Assignment**
	Chapter 6	Creating Charts, Diagrams, and Templates-**Textbook Assignment** **MyitLab Assignment**
	TEST 2	**EXCEL 2010**
ACCESS 2010		
	Chapter 4	Enhancing Tables-**Textbook Assignment** **MyitLab Assignment**
	Chapter 5	Enhancing Queries-**Textbook Assignment** **MyitLab Assignment**
	Chapter 6	Customizing Forms and Reports-**Textbook Assignment** **MyitLab Assignment**
	TEST 3	**ACCESS 2010**
POWERPOINT 2010		
	Chapter 4	Creating Templates and Reviewing, Publishing, and Protecting Presentations-**Textbook Assignment** **MyitLab Assignment**
	Chapter 5	Applying Advanced Graphic Techniques and Inserting Audio and Video-**Textbook Assignment** **MyitLab Assignment**

WEEK	TEXTBOOK CHAPTERS	
	Chapter 6	Delivering a Presentation-**Textbook Assignment** **MyitLab Assignment**
	TEST 4	**POWERPOINT 2010**
	FINAL EXAM	**FINAL EXAM (Word, Excel, Access & PowerPoint)** **(Final Exam is required- You must take 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 you with knowledge concerning the field of education, modeling good teaching strategies, and organizing and monitoring the field experience that allows you to connect the information that you learn in this course to the real world of education.
As a student wanting to learn about the field of education, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, and attend class.

STUDENT ASSIGNMENTS

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in reaching your goals.

LATE ASSIGNMENTS

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Work submitted later than the due date will be lowered by **10 percent per day** (at the discretion of instructor). **No assignment will be accepted if more than 3 days late**. Place your **name and the assignment name** on all submitted assignments. **Assignments later than 3 days will not be accepted** without documented emergencies. If the student has exceeded six absences, no work will be accepted late and the excessive absences will result in the student being dropped.

MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of assignments and tests. Make-Up Test at the discretion of Professor.

INSTRUCTOR REQUIREMENTS

As instructor, it is my responsibility to:
Provide the grading scale and detailed grading formula explaining how student grades are to be derived

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

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

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

PROGRAM/DISCIPLINE REQUIREMENTS

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

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/suthwest-college

GRADING

HCCS Grading System

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

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

STUDENT EVALUATION

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

Textbook Exercises/Projects/Discussion Questions	15%
MyitLab Assignments	15%
Tests	50%
Final Exam	20%

***LOWEST TEST SCORE EARNED "WILL BE DROPPED"! (TEST 1, TEST 2, TEST 3, or TEST 4)**

***LOWEST ASSIGNMENT GRADE EARNED "WILL BE DROPPED"!**

"FINAL EXAM WILL NOT BE DROPPED." (You are required to take the Final Exam).

INSTRUCTIONAL MATERIALS

- ***Go! With Microsoft Office 2010, Volume 2***, Third Custom Edition, Gaskin/ Graviett/Madsen/Marks/Martin/Marucco, Publisher: Prentice Hall--Pearson ISBN-10: 0-558-92923-0

- USB Flash Drive

Help Desk phone number: **713-718-8800**

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 you 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" 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:
http://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG
Class of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office 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 eagle 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 eagle on-line system, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their eagle on-line 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.

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.

ACADEMIC DISHONESTY

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)
Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook-(for further information regarding Academic Dishonesty refer to http://distance.hccs.edu/de-counseling/DE_student_handbook.htm.

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.

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 Mr. Abass, Department Chair, at 713-718-6457 or Room 200, JDB Bldg.

LECTURE/LAB TEACHING DEMONSTRATION

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing. Please have the students complete this form during the first week of instruction.

A GLANCE AT *THIS* COMPUTER (Example)

1. What is a CPU _____

On-off buttons—(demonstrate) Start vs Reset

Student Response ☑ _____ Student Signature

2. Drives on this computer:

USB Flash Units (explain)

CD Rom (demonstrate)

Student Response ☑ _____ Student Signature

3. Desktop (personally their desktop while on that computer)

⇒ If projects are stored on desktop of the computer in the classrooms, and/or HCC open labs, those documents are erased at the end of each day.

Name _____

Print "your" Name

I, _____, have been given

Student Signature

Instructions on the use of "this" computer. *I was provided instruction in both the lecture and lab formats.*

Date_____

Instructor Signature_____

This form will be returned to Rita Lagrd, Room 200 on date of completion of all lecture/lab classes for the semester.

HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT

Student Questionnaire

Name: Last Name First Name MI	**Student ID#:**
Address: Street Apt. #	**Home Telephone**
City State Zip Code	**Cell Telephone #**
E-mail address:	**Instructor's Name:**

Educational Plan

Have you determined your major? _____ **Yes** **No** _____

Have you filed a degree plan? ____ **Yes** **No** ____ **(If no, please see your instructor or Business Technology Department Chair.)**

Graduation Target Date: _____

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ **Yes** **No** _____

Is your employment _____ **Part-time?** **or** _____ **Full-time?**

If you are employed, please complete the following:

Employer _____

Address _____

City _____ **St** _____ **Zip** _____ **Phone#** _____

Comments:

If you have any questions, please call 713-718-6490, between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
STUDENT QUESTIONNAIRE

Student Success
Organizational Stewardship
Business Technology Department
STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a requirement for the professor to inventory and complete the below list of advisement items from each student.
Have you been informed about degree plans (contractual agreement)?
Yes □ No □
Have you been made aware of the importance of completing an application for graduation in order to receive your certificate or degree? Yes □ No □
Have you been given job placement information including:

- **Job Placement Contact Person with**
  - **E-mail address**
  - **Telephone Number**
  - **Location**
- **Website address**
- **Access instruction for website including directions on how to navigate the job placement website**
  Yes □ No □

Name _____
Print "your" Name
I, _____, have been given
Student Signature
Information regarding the above listed items.
Date_____
Instructor Signature_____
This form will be returned to Rita Lagard office on date of completion.