HCC | **HOUSTON COMMUNITY COLLEGE**

Business Center of Excellence
Business Technology Department
https://www.hccs.edu/programs/areas-of-study/business/business-technology/

POFI 1341: Computer Applications II| Lecture/Lab| CRN#16818
Semester |Regular Term (**16** Weeks) | 01/21/2020-05/17/2020
3 Credit Hours | **80** hours per semester

Instructor Contact Information

Instructor: Rita Punch-Lagard
Office: Campus

Office Phone: 713-718-6034
Office Hours: virtual 3-4 p.m. T or by appointment

HCC Email: rita.punch-lagard@hccs.edu
Office Location: Central

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact
<<Insert your preferred method of contact. HCC Email address required including preferred method of contact (e.g., email, phone); additional contact information as required by the Division/Department, such as the program's administrative assistant's email address and phone number. **>>** I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course
Insert your message. This is an example -You will learn so much about your life and the lives of those around you. Do you know how one learns? How memory works? Why we have different personalities? How health is related to stress? The course will look at how and why we develop from children that seem to have so much in common to adults that do and do not. What happens? Are there best practices in child rearing and in life-long development or is it just luck? Where are you in your development? And what about schizophrenia and other psychological disorders? Are they avoidable? What causes them? The information in this course will enable you to understand the people in your life as well as develop new habits to increase your personal success.

My Personal Welcome

Insert your Welcome to Computer Applications II— Welcome to Computer Applications II—I'm delighted that you have chosen this course. One of my passions is to know as much

as I can about Microsoft Office, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by CANVAS email.

Important Dates to Note
Withdrawal date   04/06/2020
Day of Record   02/03/2020
Final Exam   TBA

Prerequisites
POFI 1301 is a prerequisite for POFI 1341.

POFI 1341 requires college-level reading and writing skills. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Eagle Online Canvas Learning Management System

This section of **POFI 1341** will use Eagle Online Canvas (https://eagleonline.hccs.edu) for class assignments, exams, and other activities.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

HCC Online Information and Policies
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: http://www.hccs.edu/online/
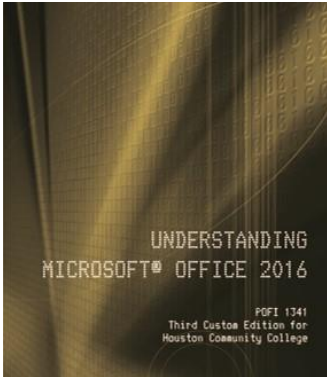
Scoring Rubrics, Sample Assignments, etc.
Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.
https://eagleonline.hccs.edu/login/ldap

Instructional Materials

Textbook Information

The textbook listed below is *required* for this course.
"GO! With Microsoft Office 2016 - Volume 1"
"Understanding Microsoft Office 2016, POFI 1341, Third Custom Edition for Houston Community College" with MyITLab Access, Pearson Publishing

ISBN: 1323810072/
9781323810071

Temporary Free Access to E-Book and MyITLab

Here is the link to get temporary free access to a digital version of the text and MyITLab for fourteen days:
<< [Link will be provided through CANVAS
 >>

Publisher's Digital Workbook

Follow the instructions included with the software that accompanies your textbook.

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Course Overview

POFI 1341 is the continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. Emphasis is on developing end-user proficiency skills for office environments.

Secretary's Commission on Achieving Necessary Skills (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 **Computer Applications II** 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.

Program Student Learning Outcomes (PSLOs)

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. 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.
4. The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

Course Student Learning Outcomes (CSLOs)
Upon completion of **POFI 1341**, the student will be able to:
1. Apply advanced features using computer applications to produce documents.
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 end-user proficiency skills for the office environments.

Learning Objectives
1.1 Use styles and create multilevel List and Charts
1.2 Use advanced table features
1.3 Use building blocks and markup tools
2.1 Create a document from an existing template
2.2 Create a form letter
2.3 Check a document for spelling and grammar.
3.1 Use financial and lookup functions, define names, validate data, and audit worksheets
3.2 Manage large workbooks and use advance sorting and filtering

3.3   Create charts, diagrams and template
3.4   Enhance Access tables
3.5   Enhance Access queries
3.6   Customize forms and reports
3.7   Format a presentation using slide masters, and review, compare, combine and protect presentations
3.8   Apply advanced graphic techniques and insertion of audio and video
3.9   Deliver a presentation
4.1   Prepare projects to demonstrate proficiency in Word, Excel, Access, and PowerPoint
4.2   Take MOS practice test

Student Success

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 II** must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities related to **Computer Applications II**.

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Successful completion of this course requires a combination of the following:
- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

Instructor and Student Responsibilities

As your 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 learner-centered instructional techniques
- Provide a 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

As a student, it is your responsibility to**:**
- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment
<< Modify Section & Delete Placeholder Text >> This course includes these types of assignments: assignment from textbook, MyITLab, projects, and discussions. You can find the assignments in each module on the Modules page.

Exams
<<Modify Section & Delete Placeholder Text >> Your first quiz is the syllabus quiz and available until January 28, 2020. You will have multiple attempts for the syllabus quiz until the close of the quiz. You must take the syllabus quiz before you have access to remaining assignments. The exams in this course are assessments. **All exams/assessments are located in Canvas.**

In-Class Activities
<< Modify Section & Delete Placeholder Text >> Students are expected to actively participate in discussions, assignments, and assessments.

Final Exam
<< **Modify Section & Delete Placeholder Text >>** Students will be required to take a final exam consisting of projects and true/false. All the information students need to prepare for the exam is in the Final Exam Study Sheet. The final exam is timed. There is no make up for missed final exam.

Grading Formula

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

Grade	Points
A	100- 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 and below
FX	Failure due to non-attendance
W	Withdrawn
I	Incomplete

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

Textbook Assignments/MYITLAB	20%
Quizzes/Discussion Questions	10%
Assessments	50%
Final Exam/MOS Test	20%
TOTAL	100%

HCC Grading Scale can be found on this site under Academic Information:
http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

Week	Dates	Topic/What's due
1	1/21/20	**All new assignments will be posted in CANVAS every Tuesday. Select Modules tab for the new assignments weekly.** **(Week 1- Setup MyITLab access)** **MyITLab assignments will be assigned weekly. First Day Access Program will be used to access MyITLab.** **Intro, BIO, Student Survey, Read Chapter 4 Getting Started with Windows 10, Highlight Terms.**
2	1/28/20	Read Word Chapter 4, Practice Step-by-Steps, Graded project will be assigned. Syllabus Quiz
3	2/4/20	Read Word Chapter 5, Practice Step-by-Steps, Graded project will be assigned
4	2/11/20	Read Word Chapter 6, Practice Step-by-Steps, Graded project will be assigned. Test 1
5	2/18/20	Read Excel Chapter 4, Practice Step-by-Steps, Graded project will be assigned.
6	2/25/20	Read Excel Chapter 5, Practice Step-by-Steps, Graded project will be assigned.
7	3/3/20	Read Excel Chapter 6, Practice Step-by-Steps, Graded project will be assigned. Read Word Chapter 1, Practice Step-by-Steps, Graded project will be assigned. Test 2
8	3/10/20	Read Access Chapter 4, Practice Step-by-Steps, Graded project will be assigned.
9	3/17/20	Read Access Chapter 5, Practice Step-by-Steps, Graded project will be assigned.
10	3/24/20	Read Access Chapter 6, Practice Step-by-Steps, Graded project will be assigned.
11	3/31/20	Read PowerPoint Chapter 4, Practice Step-by-Steps, Graded project will be assigned. Test 3
12	4/7/20	Read PowerPoint Chapter 5, Practice Step-by-Steps, Graded project will be assigned.
13	4/14/20	Read PowerPoint Chapter 6, Practice Step-by-Steps, Graded project will be assigned.
14	4/21/20	Makeup week
15	4/28/20	Extra Credit, MOS Exam, Review for Final Exam
16	5/4/20 or 5/11/20	Final Exam

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments
<< Modify Section & Delete Placeholder Text >> There is "no makeup" for missed exams. Your lowest assessment grade will be dropped. Your lowest assignment grade will be dropped.

Academic Integrity
<< Modify Section & Delete Placeholder Text >> Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):
http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures
<< Modify Section & Delete Placeholder Text >>Student Conduct I view all college-level students as adults who subscribe to a basic standard of conduct.
https://www.hccs.edu/media/houston-community-college/district/pdf/2018-2019StudentCode-of-Conduct.pdf This is not a self-paced course. You must meet the established deadlines for completing the assignments and tests. The flexibility of an online course allows you to choose the time of day or night to "enter" the virtual classroom. To succeed in this course you should log in to the course daily to read any messages or announcements; keep up with the Course Schedule and the due dates on time.

Student Conduct
<< Modify Section & Delete Placeholder Text >> Insert a specific description of your expectations for student conduct. Be specific about In-Person, Hybrid, and Online classes and the consequences that will be implemented for disruptive behavior.

Instructor's Course-Specific Information (As Needed)
<< Modify Section & Delete Placeholder Text Students who fail to complete at least 50% of the online activities by January 28, you will be withdrawn (must be done by assignment due dates posted in canvas). Students who fail to take one (1) Quiz by January 28, will be withdrawn. Contact the professor if you have any questions or problems.

Electronic Devices
<< Modify Section & Delete Placeholder Text >> In-person courses: Students' electronic devices must be placed on silence and put away. Students are allowed to take emergency calls, but must exit the classroom. Students are responsible for any missed class activities such as lecture, demonstrations, etc

Business Technology Program Information

https://www.hccs.edu/programs/areas-of-study/business/business-technology/

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/   In it you will find information about the following:

• Academic Information
• Academic Support
• Attendance, Repeating Courses, and Withdrawal
• Career Planning and Job Search
• Childcare
• disAbility Support Services
• Electronic Devices
• Equal Educational Opportunity
• Financial Aid TV (FATV)
• General Student Complaints
• Grade of FX
• Incomplete Grades
• International Student Services
• Health Awareness
• Libraries/Bookstore
• Police Services & Campus Safety
• Student Life at HCC
• Student Rights and Responsibilities
• Student Services
• Testing
• Transfer Planning
• Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.
http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

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

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/)

disAbility Services
HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/

Title IX
Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students
Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

Willie Caldwell, Department Chair, willie.caldwell@hccs.edu, (713) 718 -7808