Course Syllabus
Computer Applications I
POFI 1301

Semester with Course Reference Number (CRN)	Fall 2010—CRN 58544
Instructor contact information (phone number and email address)	Sandra Lynn Farmer Bellaire High School 713-295-3718 Sandra.farmer@hccs.edu
Office Location and Hours	Bellaire High School 5100 Maple Bellaire TX 77401 Room 114D 8 AM – 4 PM M-F
Course Location/Times	Bellaire High School, Room 221 1:27 – 2:20 PM M-F
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours 3.00 Lecture Hours 2.00 Laboratory Hours 3.00
Total Course Contact Hours	80
Continuing Education Units (CEU): if applicable	
Course Length (number of weeks)	18
Type of Instruction	Lecture/Lab
Course	Overview of computer applications including current terminology and technology.

Description:	Introduction to computer hardware, software applications, and procedures. The student will identify the components of a computer system and demonstrate basic proficiency in commonly used applications. Hands-on overview of computer applications which run under windows environment on PC compatible platform, including current terminology and technology. Introduction to computer software applications and procedures. (Formerly CSCI 1338, WORD 1341, TECC 1347)
Course Prerequisite(s)	Knowledge of keyboarding
Academic Discipline/CTE Program Learning Outcomes	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 (SLO): 4 to 7	1. Students will demonstrate basic proficiency in commonly used applications. 2. Demonstrate proficiency by selecting and using the appropriate application software to solve business problems. 3. Demonstrate technical computer based skills needed to prepare documents, presentations, and spreadsheets using Microsoft's Office Suite Software (including, Access, Word, Excel, PowerPoint, and Outlook). 4. Demonstrate Internet skills including e-mail management, web research, and document exchange.
Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)	**Students will demonstrate basic proficiency in commonly used applications.** **Demonstrate proficiency by selecting and using the appropriate application software to solve business problems.** **Demonstrate technical computer based skills needed to prepare documents, presentations, and spreadsheets using Microsoft's Office Suite Software (including, Access, Word, Excel, PowerPoint, and Outlook).** **Demonstrate Internet skills including e-mail management, web research, and document exchange.**
SCANS and/or Core Curriculum Competencies: If applicable	SCANS **Students will demonstrate basic proficiency in commonly used applications.** Workplace Competencies - Technology -Selects Technology Workplace Competencies - Technology -Applies Technology to Task **Demonstrate proficiency by selecting and using the appropriate application software to solve business problems.** Workplace Competencies - Information -Acquires & Evaluates Workplace Competencies - Information -Organizes & Maintains Workplace Competencies - Information -Interprets & Communicates Workplace Competencies - Information -Uses Computers to Process **Demonstrate technical computer based skills needed to prepare documents, presentations, and spreadsheets using Microsoft's Office Suite Software (including, Access, Word, Excel, PowerPoint, and Outlook).** Workplace Competencies - Information -Acquires & Evaluates Workplace Competencies - Information -Organizes & Maintains

Workplace Competencies - Information -Interprets & Communicates
Workplace Competencies - Information -Uses Computers to Process
Demonstrate Internet skills including e-mail management, web research, and document exchange.
Foundation Skills - Thinking -Decision Making
Foundation Skills - Thinking -Creative
Foundation Skills - Thinking -Problem Solving
Foundation Skills - Thinking -Knowing How to Learn
Foundation Skills - Thinking -Reasoning

Instructional Methods	Face to Face Web-enhanced (49% or less)

Student Assignments

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

Student Assessment(s)

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

Instructor's Requirements	Students are to supply a minimum 2 gbyte USB drive and 1 Ream of copy paper. Good attendance.
Program/Discipline Requirements: If applicable	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.

HCC Grading Scale

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

See "Health Science Program/Discipline Requirements" for grading scale.

Instructor Grading Criteria	Daily work 50% Quizzes 20% Tests 30%
Instructional Materials	Go! With Microsoft Office 2010, Volume 1, Third Custom Edition, Gaskin/Ferrett/Vargas/McLellan, Publisher: Prentice Hall--Pearson ISBN-10: 0558932150 Two 100 megabyte (mb) or more USB flash storage units, one large three-ring binder, highlight pens, pens (blue &/or black), pencils (#2), college writing pad (to keep notes), small stapler with staples.

HCC Policy Statement:

Access Student Services Policies on their Web site:	http://hccs.edu/student-rights

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:	http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site: http://hccs.edu/CE-student-guidelines