



Business Technology Southwest College

**POFI 1104– COMPUTER FUNDAMENTALS
Spring 2012 - CRN: 82577
1 credit hours (1 lecture, 1 lab)-16 weeks
In Class Instruction**

SCANS Competencies Included

INSTRUCTOR: Stephanie Walton

INSTRUCTOR CONTACT INFORMATION:

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OFFICE LOCATION AND HOURS

Please feel free to contact me concerning any problems experienced in this course. Student performance in my class is very important to me. I am available to hear student concerns and discuss course topics. Office hours are upon request.

FINAL EXAM: **May 7-13, 2012**

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: Thursday, **March 29, 2012 at 4:30 p.m. Verify in College Schedule Page.**

COURSE DESCRIPTION

Computer applications specific to business-related software. Emphasizes the concurrent development of office skills and computer knowledge.

COURSE PREREQUISITE

NONE

PROGRAM LEARNING OUTCOMES

End-of-Course Outcomes: Course is designed to consolidate into a systematic overview of Computer

Concepts, Office applications, and Internet Concepts. Identify a working environment; identify tasks to accomplish goals; explain the general function of system software, application software, and utilities; format, edit, and enhance a document; identify disk drive and folder icons; and identify resources for materials storage. This course is perfect for quickly and intelligently getting students up to speed on critical, primary skills vital for progression to further technology learning.

STUDENT LEARNING OUTCOMES

- Students will demonstrate use of current terminology and technology in a simulated setting.
- Students will demonstrate the ability to select correct document formats and layouts, and assessing document for correct grammar, spelling and punctuation during an observation.
- Student will complete the required units from the textbook.
- Student will demonstrate the ability to complete documents under timed production conditions.
- Students will demonstrate the ability to work in a self-paced, individualized instructional environment
- Students will utilize time-management and work organizational skills.
- Students will demonstrate the ability of selecting correct document formats and layouts, and assess documents for correct grammar, spelling, and punctuation.

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 1104

WEEKLY SCHEDULE OF ASSIGNMENTS

Week	Lessons	Teaching/Learning/Evaluation Content
1		Orientation
2	Chapter 1	Projects AP-1, AP-2, AP-3, Quick Checks A, B
3	Chapter 2	Projects WD-1, Quick Checks A, B
4	Chapter 3	Projects WD-2, WD-3, WD-4, WD -5, Quick Checks A,B
5	Chapter 4	Projects WD-6, WD-7, WD-8, WD-9, Quick Checks A, B; Assessment over MS Word
6	Chapter 4	Cont'd
7	Chapter 5	Projects EX-1, EX-2, Quick Checks A, B
8	Chapter 6	Projects EX-3, EX-4 Quick Checks A, B
9	Chapter 7	Projects EX-5, EX-6 Quick Checks A, B; Assessment over MS Excel
10	Chapter 8	Projects PP-1, PP-2 Quick Checks A, B
11	Chapter 9	Projects PP-3, PP-4, PP-5 Quick Checks A, B; Assessment over MS PowerPoint
12	Chapter 10	Project AC-1, AC-2 Quick Checks A, B
13	Chapter 10	Cont'd
14	Chapter 11	Project AC-3, AC-4, AC-5, AC-6, AC-7; Assessment over MS Access
15	Chapter 11	Cont'd
16		Final Exam

INSTRUCTIONAL METHODS

POFI 1104 is a required course for certain Business Technology certificates and AAS degrees.

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. 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. There will be lectures on system requirements and procedures. The student is expected to take notes and refer to any instructional handouts provided by the instructor. It is the student's responsibility, when absent from class, to make arrangements to get study notes before returning to class. It would be wise to exchange phone numbers with co-students.

LATE ASSIGNMENTS

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will only be accepted at the discretion of the instructor.

INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will only be accepted at the discretion of the instructor.

MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will only be accepted at the discretion of the instructor.

INSTRUCTOR REQUIREMENTS

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, organizing and monitoring the field experience that allows students to connect the information learned in this course to the real world of education.

As the 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 Fundamentals 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. Activities have been enhanced to help students develop the attitude 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/southwest-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	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:

Textbook	50%
Projects	40%
Final Exam	10%

INSTRUCTIONAL MATERIALS

**Practical Microsoft Office 2010 by June Jamrich Parsons, Dan Oja, and Donna Mulder. Published by Cengage Learning
ISBN 13: 978-0-538-74595-6**

USB Flash Drive Units

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

Services to 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 Disability Services Office at the respective college at the beginning of each semester. (At any HCC campus) Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact the Disability Counselor at your college or the District Disability Office at 713-718-5165.

HCC Policy Statement: Academic Honesty

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 student's 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).

HCC Policy Statement: Student attendance, 3-peaters, withdrawal deadline

Attendance: Students are expected to attend all classes and labs regularly. Students are responsible for [any and all] materials covered during their absences, and it is the student's responsibility to consult with the professors for make-up assignments. A student may be dropped from a course for excessive absences in excess of 12.5% of the hours of instruction. For example: For a three-credit hour lecture, a student may be dropped after six hours of absence. HCCS professors cannot assign a "W" for any student after the official withdrawal date. "Administrative withdrawals are the discretion of the professor. If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of "F" in the course.

Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later: Under Section 51.907 of the Texas Education Code "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." 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.

Course Withdrawals: Be sure you understand HCC policies about dropping a course. It is the student's responsibility to withdraw officially from a course and prevent an "F" from appearing on the transcript. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, 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 and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

Early Alert Program: To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor may "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, childcare, financial aid, job placement, etc. – to stay in class and improve your academic performance.

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.

LECTURE/LAB TEACHING DEMONSTRATION

CLASS, CAMPUS: POFI 1104, Stafford

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)
Zip Drive (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 Willie Caldwell's office, Scarcella Room N109 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 _____
 (If no, please see your instructor or Business
 Technology Department Chair.)

Have you filed a degree plan? _____ Yes No _____
 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 713-718-7808, or Fax 713-718-6774 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.

**Willie T. Caldwell, Department Chair
10141 Cash Road, N109, Stafford Texas 77477**

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 Willie Caldwell's office on date of completion.