

Instructional Services · Business · Business Technology

**Computer Applications I-13863POFI-1301**

* RT 2022
* Section 0018
* 3 Credits
* 01/18/2022 to 05/15/2022
* Modified 01/31/2022

**Course Meetings**

**Course Modality**

Online with a schedule

**Meeting Days**

Monday/Wednesday

**Meeting Times**

1:00pm -3:20pm

**Meeting Location**

Online

**Welcome and Instructor Information**

**Professor: Dr. Velva Tyson**

* **Email:** [velva.tyson@hccs.edu](mailto:velva.tyson@hccs.edu)
* **Office:** JDB 200
* **Phone:** 713-718-6491

**What's Exciting About This Course**

This course is exciting because students have the ability to learn MS Office and becoming MS certified. Having this skill with add value to your ability to earn additional money when assessing employment.

**My Personal Welcome**

Welcome to the course! I have looked forward to meeting you and working with you throughout the semester.  Please contact me if you have any questions or concerns

**Preferred Method of Contact**

Preferred Contact is e-mail through Canvas. I can also be contacted by phone 713-718-6491.

**Office Hours**

* Office hours are by appointments
* Tuesday, 10:30 AM to 11:45 AM, JDB Room 200

**Course Overview**

**Course Description**

POFI 1301 - Computer Applications I  
Credits: 3 (2 lecture, 3 lab). Overview of computer office  
applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

**Prerequisites**

None.

**Business Technology Department Website**

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

**Core Curriculum Objectives (CCOs)**

**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 **Introduction to Legal Research** 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.

**Student Learning Outcomes and Objectives**

**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 1301**, the student will be able to:

1. Locate primary and secondary legal authorities.
2. Apply research strategies using standard legal research tools with emphasis on the legal administrative assistant's role in legal research.
3. Exhibit the basics of the legal system for use of brief cases,
4. Outline and organize legal memorandum, questions presented or conclusion/or brief answers, and the IRAC method.

**Learning Objectives**

1.1 Identify resources for legal issues and identify research strategies.

2.1 Write a persuasive writings using research methods.

3.1 Procure information through research tools.

4.1 Demonstrate ability to develop persuasive writing techniques and formatting skills about a variety of documents that they write as paralegals with 70% minimum accuracy rate.

**Departmental Practices and Procedures**

**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 making up assignments
* Provide the course outline and class calendar that 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

**Department Specific Instructor and Student Responsibilities**

Add Content Here

**Program-Specific Student Success Information**

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today’s dynamic work environment. Students in Introduction to HR/PeopleSoft Applications 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 Introduction to HR/PeopleSoft Applications.

**Instructional Materials and Resources**

**Instructional Materials**

Student will have first day access.  Materials are covered in student fees.

**Go! With Office 2019 w/ My IT Lab**

* **Author:** Gaskins
* **Publisher:** Pearson
* **Edition:** 1
* **ISBN:** 9780136732211

**Pearson Courseware**

MYLab and Mastering will be used in this class for both assignments as well as some testing.  This is a skilled class.  The course ware used in this class with along with the textbook will reinforce skilled learned.  Students will also use Gmetrix to help with obtaining the additional skills needed for MOS certification.

**Course Requirements**

**Assignments, Exams, and Activities**

ASSIGNMENTS:             40%

QUIZ/TEST:                    40%

GMETRIX/IN-CLASS:    20%

TOTAL                          100%

**Grading Formula**

| Resulting grade and related performance levels | | |
| --- | --- | --- |
| **Grade** | **Range** | **Notes** |
| A | 100-90 |  |
| B | 89-80 |  |
| C | 79-70 |  |
| D | 69-60 |  |
| F | 59-below |  |

**Instructor's Practices and Procedures**

**Incomplete Policy**

Student must have completed at least 85% of class materials.

**Missed Assignments/Make-Up Policy**

There is not a make-up policy.  Students are expected to complete all work on time.

**Academic Integrity**

Scholastic Dishonesty will result in a referral to the Dean of Student Services.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/studentprocedures>

**Attendance Procedures**

Students should attend each class meetings as well as checking e-mail several times per week.

**Student Conduct**

Students should conduct themselves in a professional manner at all times.

**Instructor’s Course-Specific Information**

Students should expect grades within 7 days from the due dates.

**Devices**

Most computer devices are allowed in this class.

**Faculty Statement about Student Success**

Students should expect to spend 10 hours per week to become successful in the class.

**Faculty-Specific Information Regarding Canvas**

This course section will use Canvas (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas.  For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

**Social Justice Statement**

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters.  I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

**HCC Policies and Information**

**HCC Grading System**

HCC uses the following standard grading system:

| **Grade** | **Grade Interpretation** | **Grade Points** |
| --- | --- | --- |
| A | Excellent (90-100) | 4 |
| B | Good (80-89) | 3 |
| C | Fair (70-79) | 2 |
| D | Passing (60-69), except in developmental courses. | 1 |
| F | Failing (59 and below) | 0 |
| FX | Failing due to non-attendance | 0 |
| W | Withdrawn | 0 |
| I | Incomplete | 0 |
| AUD | Audit | 0 |
| IP | In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit. | 0 |
| COM | Completed. Given in non-credit and continuing education courses. | 0 |

**Link to Policies in Catalog and Student Handbook**

Here’s the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/>

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

**Link to HCC Academic Integrity Statement**

<https://www.hccs.edu/student-conduct> (scroll down to subsections)

**Campus Carry Link**

Here’s the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry>

**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](https://www.hccs.edu/email) and activate it now.  You may also use Canvas Inbox to communicate.

**Office of Institutional Equity**

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eeo>

**Ability Services**

HCC strives to make all learning experiences as accessible as possible.  If you anticipate or experience academic barriers based on your disability (including long and short term conditions, 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 <https://www.hccs.edu/accessibility>

**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](mailto:Institutional.Equity@hccs.edu)

<https://www.hccs.edu/titleix>

**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/>

**Student Success**

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content.  Additional time will be required for written assignments.  The assignments provided will help you use your study hours wisely.  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 a guide.

**Canvas Learning Management System**

Canvas is HCC’s Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu>

HCCS Open Lab locations may be used to access the Internet and Canvas.  For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

**HCC Online Information and Policies**

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/>

**Scoring Rubrics, Sample Assignments, etc.**

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.  <https://eagleonline.hccs.edu/>

**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 making up assignments
* Provide the course outline and class calendar that will include a description of any special projects or assignments
* Arrange to meet with individual students during office hours, and 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
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook)

**EGLS3**

The EGLS3 ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3)) 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.

<https://www.hccs.edu/egls3>

**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.

**Student Resources**

**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](https://www.hccs.edu/tutoring) 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 [https://library.hccs.edu](https://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 <https://www.hccs.edu/supplemental-instruction>

**Resources for Students:**

<https://www.hccs.edu/covid19students>

**Basic Needs Resources:**

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>

**Student Basic Needs Application:**

<https://www.hccs.edu/basicneeds>

**COVID-19**

Here’s the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19>

**Sensitive or Mature Course Content**

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another’s varied experiences and values.

**Instructional Modalities**

**In-Person (P)**

Safe, face-to-face course with scheduled dates and times

**Online on a Schedule (WS)**

Fully online course with virtual meetings at scheduled dates and times

**Online Anytime (WW)**

Traditional online course without scheduled meetings

**Hybrid (H)**

Course that meets safely 50% face-to-face and 50% virtually

**Hybrid Lab (HL)**

Lab class that meets safely 50% face-to-face and 50% virtually

**Copyright Statement**

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

**Course Calendar**

**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.

|  |  |
| --- | --- |
| week 1 | Survey, Meet and Greet, Resume |
| week 2 | Word Chapter 1 Project A, B, and G |
| week 3 | Word Chapter 2Project A, B, and G |
| week 4 | Word Chapter 3 Project A, B, and G |
| week 5 | Excel Chapter 1 Project A, B, and G |
| week 6 | Excel  Chapter 2 Project A, B, and G |
| week 7 | Excel Chapter 3 Project A, B, and G |
| week 8 | PowerPoint  Chapter 1 Project A, B, and G |
| week 9 | PowerPoint  Chapter 2 Project A, B, and G |
| week 10 | Spring Break |
| week 11 | Power Point Chapter 3 Project A, B, and G |
| week 12 | Access Chapter 1 Project A, B, and G |
| week 13 | Access  Chapter 2 Project A, B, and G |
| week 14 | Accessl Chapter 3 Project A, B, and G |
| week 15 | Review |
| week 16 | Final Exam |

**Additional Information**

**Departmental/Program Information**

The Business Technology Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP is a leading specialized business accreditation association committed to advancing excellence in business education worldwide. Our member institutions share the common belief that excellent business education is defined by professors who are committed to teaching, students who come from a diversity of backgrounds, and courses that provide relevant skills for real-world opportunities.

**Student Club**

Phi Beta Lambda ([Phi Beta Lambda](https://www.fbla-pbl.org/))

Activities in PBL can complement your academic experience and give you an edge in your future career.  During a job interview, you can point to the leadership positions you held for the largest collegiate business student organization in the world, the academic competitions you entered and how you fared against the very best students in the nation, and how with the career readiness and professional development you received you are ready to succeed in whatever you do.

If you are interested in developing your leadership, communication, and your professional skills then PBL is the right choice for you.

**Jobs**

There are 18,645 Executive Secretaries and Executive Administrative Assistants employed in the Greater Houston Area. This number is expected to increase by 4.0% over the next four years.

The estimated annual job openings is 500 jobs a year.  
Median Wages - $26.24 hourly, $55,000 annually

**Process for Expressing Course Concerns**

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Dr. Mia D. Taylor, Department Chair, mia.taylor@hccs.edu, (713) 718 -7807