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**VAST Academy**

**POFI 1024 Word Processing Applications**

**Fall 2017**

3 hour/week lecture course / 13 weeks (Mon/Wed)

September 11th – December 11th, 2017

**Instructor Contact Information:**

**Instructor: Dr. Wren Bump**

**Email: wren.bump@hccs.edu**

**Office Phone: 713-718-2691**

*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. Feel free to come by my office anytime during these hours*.

**COURSE OBJECTIVE**

This course addresses introduction of word processing terminology, editing functions, formatting and special text options.

**GOALS/LEARNING OUTCOMES**

Upon completion of this program the student should successfully:

1. Create, format and edit documents
2. Students will learn the “Word” program’s ribbon tabs, items, group names
3. Students will learn how to save, open from “My Documents” or a flash drive
4. Students will learn how to create files, folders and subfolders
5. Students will learn how use several printing options

**PREQUISITE**: Students must be at a 2nd-4th grade level on the (TABE)

**REQUIRED TEXTBOOKS**:

Learn by Doing Word 2013

**SUPPLIES:**

1 ½ inch binder (same one may be used for all classes)

Dividers with pockets

Pencils

Pens

Highlighters

**Instructional Methods:**

It is my responsibility to provide you with appropriate word processing skills which are relevant to the field of work, model good teaching strategies, lessons, practice, and activities that allow you to connect and apply the learned information in the class to the real world of work and/or your quest to pursue credited classes.

As a student, it is your responsibility to be prepared for class, practice exercises/activities routinely, and keep an organized notebook with daily assignments, homework, handouts, etc. ready for presentation.

**Course Requirements and Expectations Instructor Requirements**

As your Instructor, it is my responsibility to**:**

* Provide the grading scale 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
* 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 discussions and activities
* Read and comprehend the textbook
* Complete the required assignments and exams on time
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Give oral presentations
* **Access and use HCC email daily**

Word Processing Applications I is a 3 hour per week course guided by an instructor. Students will complete assignments in class and if necessary use one of the many computer labs on campus to practice and improve skills. All course notes and assignments are to be filed in a three-ring notebook, where work will be checked for completion.

**STUDENT EVALUATION & REQUIREMENTS:**

Midterm Exam

Final Exam

Papers

Projects

Students will be graded on class participation, class work, homework, notebook organization, quizzes, tests, and attendance. Progress reports will be given on the last day of class.

**GRADING SCALE:**

90 – 100 = A Shows mastery with little or no assistance

80 – 89 = B Continues to need practice

70 - 79 = C Continues to need practices and assistance

69 - 60 = D Continues to need one-on-one instruction

59 & less = I Five days absence will result in an incomplete

**Late Work Policy:**

Homework is due the following class period after it is assigned. If you are absent your classwork and homework can be made up and is due the following class period. It is your responsibility to request the work you missed from your teacher.

All class assignments are due the day they are assigned before the end of the class period.

All major projects and papers are due on the date specified as the due date by the teacher. The student will lose a letter grade for every class period that the assignment is late.

**Assistance**

Your performance and success in this class is very important. Please feel free to contact your instructor or VAST Counselor or Program Director concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before you ask for help. Please arrange for your assistance and special needs with our Ability Services office and VAST Dept. All information is located in the HCC Policy Statement – ADA section of this syllabus.

**HCC Policy Statement – ADA**

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/district/students/disability-services/>

For questions, please contact the ADA Counselors listed below at your college or visit the ADA Web site at www.hccs.edu then click Future students, scroll down the page and click on the words Disability Information

Central ADA Counselors –713.718.6164

**HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. 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 mean 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 Statements:**

**Class Attendance*:***Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. **Students absent 5 or more days in one semester will not receive a grade of completion. Being tardy 3 times equals one absence.**

If you are not attending class, you are not learning the information. Students may be dropped from a course after accumulating absences in excess of 5 days. These days absent would include any total classes missed, excessive tardiness or leaving class early. Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

**HCC Course Withdrawal Policy**If you plan on withdrawing from your class, you **MUST** contact the VAST Program Director, Counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline. \*\*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. **100% refund can only be given prior to the first day of class**

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. 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, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

**HCC Code of Student Conduct:** Students must follow the HCC Code of Student Conduct posted online. <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

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 achieve this critical goal.

**Use of Camera and/or Recording Devices**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

**Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs**. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

**HCC Policy Statement: Sexual Misconduct**

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 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)

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

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the **Campus Carry Law (SB11 2015).**For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>