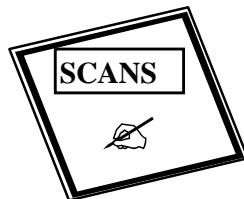




**HOUSTON COMMUNITY COLLEGE SYSTEM  
BUSINESS TECHNOLOGY DEPARTMENT  
HOUSTON, TEXAS**

**COMPUTER APPLICATIONS I  
POFI 1301  
OFFICE 2007 APPLICATIONS**



**SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS  
SCANS COMPETENCIES INCORPORATED  
STUDENT LEARNING OUTCOMES (CO)**

**HOUSTON COMMUNITY COLLEGE**  
**BUSINESS TECHNOLOGY COURSE SYLLABUS**  
**COMPUTER APPLICATIONS I--POFI 1301**



**SCANS Competencies Included in Textbook**  
**SEMESTER:**

<b><i>Instructor:</i></b>	<b><i>CRN:</i></b>
<b><i>Phone: No:</i></b>	<b><i>Time:</i></b>
<b><i>Email:</i></b>	
<b><i>Office Hours:</i></b>	<b><i>Campus:</i></b>

**FINAL EXAM:**

**LAST DAY FOR ADMIN. & STUDENT WITHDRAWALS:**

**TEXTBOOKS AND MATERIALS**

**GO! with MICROSOFT Office 2007 Introductory** by Shelley Gaskin, Robert L. Ferrett, Alicia Vargas, and Suzanne Marks, Pearson Custom Publishing, 2009; bundled with Windows Vista/XP/Basic Computer Concepts, Third Edition, ISBN: 0558248713. 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.

**Notes to all Students:** (1) Be sure to check out “HCCS Job Placement”—“Job Connections”. This is a very important resource to help you get a job, change job, find new position, etc. Call \_\_\_\_\_ for further details (note there are Job Placement departments at all “six” HCCS colleges!). (2) Be sure to get to a counselor at early part of each semester to check on filing for a certificate or degree plan; if you need specifics from Business Technology, please see the “Chair” of the program (phone: 713 718-7807 or 7808). (3) Feel free to talk with me or any Business Technology full-time instructor about specifics in the Business Technology Department.

**HCCS POLICIES**

“NEW” Repeat Course Policy: Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor / counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving passing grades.

**Disabilities Policies:** "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 their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Dr. Becky Hauri at 713-718-7909. Also, visit the ADA web site at:  
<http://www.hccs.edu/students/disability/index.htm>

**Drop or Withdrawal Policies:** A student may drop a course or withdraw from the college by following the procedure outlined by the Campus Director. Should circumstances prevent a student from appearing in person to withdraw, withdrawal may be completed by writing to the Registrar's Office. A drop or withdrawal request will not be accepted by telephone. A student, who ceases to attend a class without officially dropping or

withdrawing, will be given a grade of "F" for non-attendance. A semester-hour student who fails to attend classes by the twelfth class day of a regular term will be administratively withdrawn from the class roll. Students who officially withdraw from a course during the first twelve days of a regular term will not receive a grade and the course will not appear in their permanent records.

If you plan on withdrawing from your class, you **MUST** contact a counselor or your professor prior to withdrawing (dropping) the class 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.

**Academic Dishonesty:** Academic dishonesty can result in a grade of F or 0 for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook for further information regarding Academic Dishonesty.

**Class Attendance:** Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the instructor regarding an absence from a class. Class attendance is checked regularly by the instructor. A student may miss **12.5% of total class hours**, which is a total of **5** classes. Reports of excessive absence will be sent to the Veterans Administration, Social Security Office, and other agencies responsible for aid to the student when appropriate. The student will be dropped after **5** absences unless the instructor is contacted and approves the absence.

**Late Assignments:** Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Work submitted later than the due date will be counted if it is submitted by the next class period, but the grade will be lowered by one letter grade (at the discretion of instructor). The only exception is if the student is absent the day that the work is due; in that case, the assignment is due the next class period. If the student has exceeded five absences, no work will be accepted late and the excessive absences will result in the student being dropped.

**Make-Up Test Policy: Check with your instructor for making up a test.**

HCCS/Classroom Policies: Phone calls are not permitted within the classroom. Please turn phones and pagers to off or place on vibrate. Food and/or drink are not permitted in the classroom. Children are not permitted in the classrooms.

## **COURSE DESCRIPTION**

Overview of computer applications including current terminology and technology. 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.

## **STUDENT LEARNING OUTCOMES (CO)**

1. Students will complete documents under timed production conditions.
2. Students will select correct document formats and layouts, and assess documents for correct grammar, spelling, and punctuation.

## **COURSE REQUIREMENTS AND EXPECTATIONS**

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.)

## **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 at 713-718-7808 for information about filing a degree plan.

**JOB CONNECTIONS ONLINE PLACEMENT SERVICES:** <http://jobs.hccs.edu/>

**Students and Alumni** of the Houston Community College System can post resumes and search jobs online. Registration is free.

## **STUDENT EVALUATION**

### **HCCS Grading System**

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

<b>Grade</b>	<b>Score</b>
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

### **Departmental Grading System**

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

Textbook Exercises	40%
Quizzes	10%
Production Tests	30%
Final Exam	20%

**COMPUTER APPLICATIONS I**  
**POFI 1301**

**WEEKLY SCHEDULE OF ASSIGNMENTS**  
**16 WEEKS SESSION or (12 WEEKS SESSION—instructor will provide changes)**

WEEK	TEXTBOOK CHAPTERS	
<b>Microsoft Office 2007 Professional Suite (Word, Excel, Access, PowerPoint, etc.)</b>		
1	Intro:  Chapter 4	<p>Introductions: Syllabus, Timed Writing Assessment; Document Production Assessment</p> <p>Basic Computer Concepts</p> <p>Objective 1-Define Computer and Identify the Four Basic Computing Functions; Objective 2-Identify the Different Types of Computers; Objective 3-Describe Hardware Devices and Their Uses; Objective 4-Identify Types of Software and Their Uses; Objective 5-Describe Networks and Define Network Terms; Objective 6-Identify Safe Computing Practices.</p>
<b>Word 2007</b>		
2	Chapter 5	<p>Creating Documents with Microsoft Wors 2007</p> <p>Objective 1-Create and Save a New Document; Objective 2-Edit Text; Objective 3- Select, Delete, and Format Text; Objective 4-Print a Document; Objective 5- Navigate the Word Window; Objective 6-Add a Graphic to a Document; Objective 7-Use the Spelling and Grammar Checker; Objective 8-Preview and Print Documents, Close a Document, and Close Word; Objective 9-Use the Micorosoft Help System.</p>
3	Chapter 6	<p>Formatting and Organizing Text</p> <p>Objective 1-Change Document and Paragraph Layout; Objective 2-Change and Reorganize Text; Objective 3-Create and Modify Lists; Objective 4-Insert and Format Headers and Footers; Objective 5-Insert Frequently Used Text; Objective 6-Insert and Format References.</p>
	Chapter 7	<p>Using Graphics and Tables</p> <p>Objective 1-Insert and Format Graphics; Objective 2-Set Tab Stops; Objective 3-Insert and Modify Text Boxes and Shapes; Objective 4-Create a Table; Objective 5-Format a Table.</p>
4	Chapter 8	<p>Special Document Formats, Columns, and Mail Merge</p> <p>Objective 1-Collect and Paste Text and Graphics; Objective 2-Create and Format Columns; Objective 3-Use Special Character and Paragraph Formatting; Objective 4- Create Mailing Labels Using Mail Merge; Objective 5-Insert Hyperlinks; Objective 6- Insert a SmartArt Graphic; Objective 7-Preview and Save a Document as a Web Page.</p>
	<b>TEST 1</b>	<b>Word 2007</b>

<b>Excel 2007</b>		
5	Chapter 9	<p>Creating a Worksheet and Charting Data</p> <p>Objective 1-Create, Save, and Navigate an Excel Workbook; Objective 2-Enter and Edit Data in a Worksheet; Objective 3-Construct and Copy Formulas, Use the Sum Function, and Edit Cells; Objective 4-Format Data, Cells, and Worksheets; Objective 5-Close and Reopen a Workbook; Objective 6-Chart Data; Objective 7-Use Page Layout View, Prepare a Worksheet for Printing, and Close Excel; Objective 8-Design a Worksheet; Objective 9-Construct Formulas for Mathematical Operations; Objective 10-Format Percentages and Move Formulas; Objective 11-Create a Pie Chart and a Chart Sheet; Objective 12-Use the Excel Help System.</p>
6	Chapter 10	<p>Managing Workbooks and Analyzing Data</p> <p>Objective 1-Create and Save a Workbook from an Existing Workbook; Objective 2-Navigate a Workbook and Rename Worksheets; Objective 3-Enter Dates, Clear Contents, and Clear Formats; Objective 4-Move, Copy, and Paste Cell Contents; Objective 5-Edit and Format Multiple Worksheets at the Same Time; Objective 6-Create a Summary Sheet; Objective 7-Format and Print Multiple Worksheets in a Workbook; Objective 8-Design a Worksheet for What-If Analysis; Objective 9-Perform What-If Analysis; Objective 10-Compare Data with a Line Chart.</p>
7	Chapter 11	<p>Using Functions and Table</p> <p>Objective 1-Use SUM, AVERAGE, MEDIAN, MIN, and MAX Functions; Objective 2-Use COUNTIF and IF Functions, and Apply Conditional Formatting; Objective 3-Use a Date Function; Objective 4-Freeze Panes and Create an Excel Table; Objective 5-Format and Print a Large Worksheet; Objective 6-Use Financial Functions; Objective 7-Use Goal Seek; Objective 8-Create a Data Table.</p>
8	Chapter 11	Using Functions and Table (continue...)
	<b>TEST 2</b>	<b>EXCEL 2007</b>
<b>Access 2007</b>		
9	Chapter 12	<p>Getting Started with Access Databases and Tables</p> <p>Objective 1-Start Access and Create a New Blank Database; Objective 2-Add Records to a Table; Objective 3-Rename Table Fields in Datasheet View; Objective 4-Modify the Design of a Table; Objective 5-Add a Second Table to a Database; Objective 6-Print a Table; Objective 7-Create and Use a Query; Objective 8-Create and Use a Form; Objective 8-Create and Use a Form; Objective 9-Create and Print a Report; Objective 10-Close and Save a Database; Objective 11-Create a Database Using a Template; Objective 12-Organize Database Objects in the Navigation Pane; Objective 13-Create a New Table in a Database Created with a Template; Objective 14-View a Report and Print a Table in a Database Created with a Template; Objective 15-Use the Access Help System.</p>

10	Chapter 13	Sort and Query a Database  Objective 1-Open an Existing Database; Objective 2-Create Table Relationships; Objective 3-Sort Records in a Table; Objective 4-Create a Query in Design View; Objective 5-Create a New Query from an Existing Query; Objective 6-Sort Query Results; Objective 7-Specify Criteria in a Query; Objective 8-Create a New Table by Importing an Excel Spreadsheet; Objective 9-Specify Numeric Criteria; Objective 10-Use Compound Criteria; Objective 11-Create a Query Based on More Than One Table; Objective 12-Use Wildcards in a Query; Objective 13-Use Calculated Fields in a Query; Objective 14-Group Data and Calculate Statistics in a Query.
11	Chapter 14	Forms, Filters, and Reports  Objective 1-Create a Form; Objective 2-Use a Form to Add and Delete Records; Objective 3-Create a Form by Using the Form Wizard; Objective 4-Modify a Form in Design View and in Layout View; Objective 5-Filter Records; Objective 6-Create a Report by Using the Report Tool; Objective 7-Create a Report by Using the Blank Report Tool; Objective 8-Create a Report by Using the Report Wizard; Objective 9-Modify the Design of a Report; Objective 10-Print a Report and Keep Data Together.
12	Chapter 14	Forms, Filters, and Reports (continue...)
	<b>TEST 3</b>	<b>ACCESS 2007</b>
<b>WEEK</b>	<b>TEXTBOOK CHAPTERS</b>	
	<b>PowerPoint 2007</b>	
13	Chapter 15	Getting Started with Microsoft Powerpoint 2007  Objective 1-Open, View, and Save a Presentation; Objective 2-Edit a Presentation; Objective 3-Format a Presentation; Objective 4-Create Headers and Footers and Print a Presentation; Objective 5-Create a New Presentation; Objective 6-Use a Slide Sorter View; Objective 7-Add Pictures to a Presentation; Objective 8-Use the Microsoft Help System.
14	Chapter 16	Designing a Powerpoint Presentation  Objective 1- Format Slide Elements; Objective 2-Insert and Format Pictures and Shapes; Objective 3-Apply Slide Transitions; Objective 4-Reorganize Presentation Text and Clear Formats; Objective 5-Create and Format a SmartArt Graphic.
15	Chapter 17	Enhancing a Presentation with Animation, Tables, and Charts  Objective 1-Customize Slide Backgrounds and Themes; Objective 2-Animate a Slide Show; Objective 3-Create and Modify Tables; Objective 4-Create and Modify Charts;
	<b>TEST 4</b>	<b>POWERPOINT 2007; Complete all remaining documents.</b>
16		<b>FINAL EXAM</b>

**THE BELOW ASSIGNMENTS ARE ADDITIONAL TO BE INTEGRATED INTO THE COURSE:**

**Integrated Projects (OPTIONAL)**

Chapter 18	<p>Using Access Data with Other Office Programs</p> <p>Objective 1-Export Access Data to Excel; Objective 2-Create a Formula in Excel; Objective 3-Create a Chart in Excel; Objective 4-Copy Access Data into a Word Document; Objective 5-Copy Excel Data into a Word Document; Objective 6-Insert an Excel chart into a PowerPoint Presentation.</p>
Chapter 19	<p>Using Tables in Word and Excel</p> <p>Objective 1-Plan a Table in Word; Objective 2-Enter Data and Format a table in Word; Objective 3-Create a Table in Word from Excel Data; Objective 4-Create an Excel Worksheet from a Word Table.</p>
Chapter 20	<p>Using Excel as a Data Source in a Mail Merge</p> <p>Objective 1-Prepare a Mail Merge Document for Mailing Labels; Objective 2-Choose an Excel Worksheet as a Data Source; Objective 3-Produce and Save Merged Mailing Labels; Objective 4-Open and Saved Main Document for Mail Merge.</p>
Chapter 21	<p>Linking Data in Office Documents</p> <p>Objective 1-Insert and Link and Excel Object in Word; Objective 2-Revise a Linked Excel Worksheet and Update Links in Word; Objective 3-Open a Word Document that Includes a Linked Object and Update Links.</p>
Chapter 22	<p>Creating Presentation Content from Office Documents</p> <p>Objective 1-Insert a Word Outline inot a Powerpoint; Objective 2-Import Excel Data into a PowerPoint Chart; Objective 3-Insert a Hyperlink into a PowerPoint Slide.</p>

# Microsoft Office 2007 Introductory Course 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 that 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 three SCANS foundation skills identified by the Commission are the following:

1. **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.
2. **Thinking Skills**—Creative thinking, decision making, 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.
3. **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.

SCANS workplace competencies and foundation skills have been integrated into *Microsoft Office 2000: Introductory Course*. The grid on the following page correlates Step-by-Step exercises, projects, applications, and jobs in the text with specific SCANS competencies and skills. There are also a number of student activity worksheets for SCANS in this folder (see the **SCANS Worksheets** file).



**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 \_\_\_\_\_

Have you filed a degree plan? \_\_\_\_\_ Yes      No \_\_\_\_\_ (If no, please see your instructor or Business Technology Department Chair.)

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

**LECTURE/LAB TEACHING DEMONSTRATION**  
**CLASS--CAMPUS:**

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 Drive (explain)  
CD Rom (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’s Signature \_\_\_\_\_

This form will be returned to Willie Caldwell’s office, Scarcella Room N109 or MC 1585B on date of completion of all lecture/lab classes for the semester.



**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.