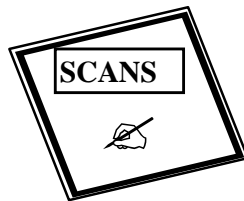




**HOUSTON COMMUNITY COLLEGE SYSTEM  
BUSINESS TECHNOLOGY DEPARTMENT  
HOUSTON, TEXAS**

**DESKTOP PUBLISHING FOR THE OFFICE  
POFI 2331**



**SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS  
SCANS COMPETENCIES INCORPORATED**

**STUDENT LEARNING OUTCOMES (CO)**

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**BUSINESS TECHNOLOGY DEPARTMENT**  
**COURSE SYLLABUS**  
**DESKTOP PUBLISHING FOR THE OFFICE**  
**POFI 2331**



**SCANS Competencies Included in Textbook**

SEMESTER:

<b>Instructor:</b>	<b>CRN:</b>
<b>Phone:</b>	<b>Time:</b>
<b>Office Hours:</b>	<b>Campus:</b>

**FINAL EXAM:**

**LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS**

**TEXTBOOKS AND MATERIALS:**

*Integrated Computer Applications Microsoft Office 2007, 5<sup>th</sup> Edition*, Susie H. VanHuss, Ph.D.,  
 Connie M. Forde, Ph.D. Donna L. Woo, Ph.D. and Linda Hefferin, Ed.D. Published by South-  
 Western/Thomson Learning. 2005, ISBN 0-538-730390.

USB Flash Drive Units

**COURSE DESCRIPTION**

POFI 2331 is the in-depth coverage of desktop publishing terminology, text editing, and use of POFT 1329 design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays with the Advanced MOUS Certification review.

This course covers high-end advanced applications including Microsoft Word 2003, Microsoft Excel 2003, Microsoft Access 2003, Microsoft PowerPoint 2003, and integration of the applications. Word topics include creating various types of business letters, tables, unbound and leftbound reports, documents with columns and graphics, reports with sections and table of contents, templates, forms and mass mailings. Excel topics include creating and editing worksheets, creating and revising formulas, charts and using advanced features. Access topics include creating and modifying tables queries, forms and reports, and integrating access with office and the internet. PowerPoint topics include creating and modifying presentations, working with graphics and tables, using transitions and animations, working with masters and custom templates, and managing and delivering presentations.

***Prerequisite: POFI 1341, POFI 1349***

## **MISSION/PURPOSE**

The purpose of POFI 2331 is to give the students an in-depth coverage of desktop publishing terminology, text editing, and the use of design principles to create publishing material using word processing desktop publishing features. This course also reviews the Advanced MOUS Certification

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

1. Student 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 an 80-hour hands-on, self-paced, individualized, instructional course. Thus, the student is responsible for reading all appropriate training projects and completing each training exercise as indicated on the class schedule. Students must show competence in using Windows XP and Internet Explorer elements to upload and download files as well as unzipping files.

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.)

## **HCCS POLICIES**

Students are responsible for adhering to and following College policies. The Student Handbook is an excellent source of information for the student concerning these policies. The link for the student handbook is located at <http://www.hccs.edu/students/handbook/HandbookHome2.html> Students should familiarize themselves concerning class attendance, withdrawals, scholastic dishonesty, and college services.

## **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.

## **ADA POLICY STATEMENT**

"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>

## **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. ***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.***

### **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. Students withdrawing from a course after this period and prior to the deadline designated in the college calendar will receive a "W". A student may not withdraw from a course during the last two weeks prior to the final examination period.

### **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.

### **LATE ASSIGNMENTS and MAKE-UP TEST POLICY**

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments and make-up assignments will only be accepted at the discretion of the instructor. All assignments for each level are due at the end of the level assignments.

### **REPEATER POLICY**

Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/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.

### **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.

## **LATE ASSIGNMENTS and MAKE-UP TEST POLICY**

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments and make-up assignments will only be accepted at the discretion of the instructor. All assignments for each level are due in the week designated.

**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' performance in this course:

Textbook Exercises/Questions	50%
Production Tests	40%
Final Exam	10%

## **LECTURE, LABORATORY, AND EXAMINATION SCHEDULE**

You are expected to read each assigned project prior to the lecture. Lectures will be short, to the point, and will discuss the highlights of the Project for that week. Most of the class time will be spent working on your Laboratory assignments.

Make sure your name and exercise number appear in the upper-left corner. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive a grade of ZERO. If you have multiple assignments to turn in, use a separate cover sheet for each assignment.

In order to successfully complete the course, **YOU MUST READ THE CHAPTER AND PROJECT STEPS BEFORE CLASS.**

**NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with my supervisor, Ms. Willie Caldwell, Department Chair, at 713-718-7808 or Room N-109 Scarcella Building or [willie.caldwell@hccs.edu](mailto:willie.caldwell@hccs.edu)**

# DESKTOP PUBLISHING FOR THE OFFICE—POFI 2331

## *Assignment Calendar*

Week	Textbook Assignment
<b>Module 1—Business Documents with Word</b>	
1	Lesson 1—Block Letters—Documents 1 and 2 Lesson 2—Memos—Documents 3 and 4 Lesson 3—Multiple-Page Documents—Documents 5 and 6 Lesson 4—Tables—Documents 7, 8, and 9
2	Lesson 5—Unbound Reports with Track Changes—Documents 10, 11, 12, and 13 Lesson 6—Leftbound Reports with Cover Pages—Documents 14, 15 and 16 Project 1—Creative Designs & Production I: Apply Word in a Business Setting—Jobs 1-6 Lesson 7—Documents with Graphics—Documents 17, 18, 19 and 20 Lesson 8—Reports with Sections—Documents 21 and 22
3	Lesson 9—Reports with Citations—Documents 23 and 24 Lesson 10—Customize Documents Themes—Documents 25 and 26 Lesson 11—Merge Documents—Documents 27 and 28 Project 2—Creative Designs & Production II: Apply Word in a Business Setting—Jobs 1-6
4	<b>TEST 1—COVERING WORD 2007</b>
<b>Module 2—Presentations with PowerPoint</b>	
	Lesson 1—Create Presentations Using Themes—All drills and Presentations 1 and 2 Lesson 2—Work with Tables and Graphics—All drills and Presentation 3 Lesson 3—Add Transitions and Animations—All drills and Presentation 4 Lesson 4—Print Notes, Handouts, and Slides—All drills and Presentation 5 Project 3—Riverfront Enterprises: Integrating PowerPoint and Word—Jobs 1-5
5	Lesson 5—Customize Presentations—All drills and Presentation 6 Lesson 6—Embed and Link Files—All drills and Presentation 7 Lesson 7—Manage and Deliver Presentations—All drills and Presentations 8 and 9 Project 4—The Leadership Group: Integrating PowerPoint and Word—Jobs 1-4 <b>TEST 2—COVERING POWERPOINT 2007</b>
<b>Module 3—Spreadsheets with Excel</b>	
6	Lesson 1—Create Worksheets—All drills and Worksheet 1 Lesson 2—Edit Worksheets—All drills and Worksheets 2 and 3 Lesson 3—Insert Formulas and Functions—All drills and Worksheets 4-7 Lesson 4—Print Worksheets—All drills and Worksheets 8 and 9
7	Project 5—The Bookstore, Inc.; Integraing Excel and Word—Jobs 1-6 Lesson 5—Create and Modify Charts—All drills and Worksheets 10 and 11 Lesson 6—Sort and Filter—All drills and Worksheets 12 and 13
8	Lesson 7—Create PivotTables—All drills and Worksheets 14 and 15 Lesson 8—Insert 3-D Cell References—All drills and Worksheet 16 Project 6—The Bookstore, Inc.: Integrating Excel, Word, and PowerPoint—Jobs 1-11
<b>Module 4—Carolina Arts Federation: Integrating Word, PowerPoint, and Excel</b>	
9	Integrated Project 1—Carolina Arts Federation: Integraating Word, PowerPoint, and Excel—Jobs 1-8 <b>TEST 3—COVERING EXCEL 2007</b>

<b>Module 5—Publications with Publisher</b>	
10	Lesson 1—Create Publications Using Templates—All drills and Publications 1 and 2 Lesson 2—Work with Text Boxes and Frames—All drills and Publication 3 Lesson 3—Customize Templates—All drills and Publications 4, 5 and 6 Lesson 4—Create a Template from a Blank Page—All drills and Publications 7 and 8
11	Project 7—Creative Designs & Production III: Integrating Publisher, Word, and Excel—Jobs 1-6. <b>TEST 4—COVERING PUBLICATIONS WITH PUBLISER</b>
<b>Module 6—Database with Access</b>	
12	Lesson 1—Work with Access—All drills and Database 1 Lesson 2—Create and Modify Tables—All drills and Databases 2 and 3 Lesson 3—Create Simple Queries—All drills and Databases 4 and 5 Lesson 4—Create and Customize Forms—All drills and Databases 6 and 7
14	Project 8—McMuMullan & Donovan Realty: Integraing Access, Word, and Publisher—Jobs 1-5 Lesson 5—Create Simple Reports—All drills and Databases 8 and 9 Lesson 6—Create Table Relationships—All drills and Databases 10 and 11 Lesson 7—Import and Export Data—All drills and Databases 12 and 13
15	Project 9—McMullan & Donovan Realty: Integrating Access, Word, PowerPoint, and Excel—Jobs 1-8 <b>TEST 4—COVERING ACCESS 2007</b> <b>Review for Final Exam</b>
16	<b>FINAL EXAM</b>



**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, E119, 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.

## LECTURE/LAB TEACHING DEMONSTRATION

### CLASS/CAMPUS: \_\_\_\_\_

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing.

### 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:  
3 ½ inch disk (demonstrate disk) and/or USB Flash drive  
CD Rom (demonstrate) Zip Drive (demonstrate)  
Student Response  \_\_\_\_\_ Student Signature
  
3. Desktop (personally their desktop while on that computer)  
⇒ If projects are stored on the 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 or MC1585B on date of completion of all lecture/lab classes for the semester.**

## STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

Houston Community College is determined to prepare you with the knowledge and skill you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for POFI 2331—Desktop Publishing for the Office.

### ***Common Workplace Competencies***

#### ***Manage Resources: Identifies, organizes, plans, and allocates resources***

Students in POFI 2331—Desktop Publishing for the Office, have to be able to appropriately allocate their time in order to complete class assignments in a timely fashion. They must be able to budget their time and perform class-related activities through a ranking process which allows them to meet self-determined goals.

#### ***Interpersonal: Works with others***

Students in POFI 2331—Desktop Publishing for the Office at times work together in groups. Many times these groups are randomly selected, thus giving the students an opportunity to interact with different types of students. Students must learn to use leadership skills, learning skills, negotiating skills, and evaluating skills as they work together to accomplish a common goals.

#### ***Information: Acquires and uses information***

Students in POFI 2331 —Desktop Publishing for the Office must acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, the Internet, and reference books available in the classroom. Most importantly, students must use computers to process this information and to perform various tasks.

#### ***Technology: Works with a variety of technologies***

Students in POFI 2331—Desktop Publishing for the Office must apply technology to specific tasks, determining what application to use to obtain a specific outcome.

### ***Foundation Skills***

Students in POFI-2331—Desktop Publishing for the Office must demonstrate basic skills: read, write, listen and speak. The student must learn to locate, understand, and interpret written information in documents such as manuals graphs and schedules.

Students in POFI 2331—Desktop Publishing for the Office must demonstrate thinking skills: think creatively, make decisions, solve problems, visualize, know how to learn, and reason.

Students in POFI 2331—Desktop Publishing for the Office must also demonstrate personal qualities: display responsibility, self-esteem, sociability, self-management, and integrity and honesty

## Skills Table

Skills Competencies, Authentic Assessment	How Met in <i>Microsoft Office 2003 – Post-Advanced</i>	Where to Look
<b>BASIC SKILLS</b>		
<b>Reading</b> —Locates, understands, and interprets written information in prose	Start-Up and Finish-up Instructions	Every project—e.g., Project 7-9, pgs 7.1-9.75.
	Step-by-step instructions for functions	Every project—e.g., Project 7, pgs 7.1-7.68
	Guided end-of-project activities Apply Your Knowledge	Every project—e.g., Project 7, pages 7.1-7.69
	In the Lab activities Cases and Places exercises	Every project—e.g., Project 7, pgs 7.71-7.78 and 7.79-7.80
	Self-Check questions including true/false, multiple choice, and short answer questions	Every project—e.g., Project 7, <a href="http://www.scsite.com/off2002/reinforce.htm">www.scsite.com/off2002/reinforce.htm</a>
<b>Writing</b> —communicates thoughts, ideas, information, and messages in writing	Create cover letter, e-mail, web page	Every project—e.g., Project 7, pgs 7.1-7.68
	Enriching Language Arts Skills	Integration Feature: Links all skills from each lesson learned, pgs. WD2.1-2.14
<b>Language Arts Skills</b> —spelling, punctuation, and basic grammar rules	Create page layouts, gutter space, design layout skills	Every project—e.g., Project 7, pgs 7.1-7.68
<b>Arithmetic/Mathematics</b> —performs basic computations and approaches practical problems		Every project—e.g., Project 7, pgs 7.1-7.68
<b>THINKING SKILLS</b>		
<b>Decision Making</b> —specifies goals and evaluates and chooses best alternative	Advanced feature project activities	Every project—e.g., Project 7, pgs 7.71-7.78 and 7.79-7.80
	Apply Your Knowledge activities	Every project—e.g., Project 7, pages 7.1-7.6.
<b>Creative Thinking</b> —generates new ideas	Integration Feature activities	Integration Feature: Links all skills from each lesson learned, pgs. WD2.1-2.14
	In the Lab exercises Cases and Places	Every project—e.g., Project 7, pgs 7.71-7.78 and 7.79-7.80
<b>Problem Solving</b> —Recognizes a problem; devises and implements a plan of action		
<b>AUTHENTIC ASSESSMENT</b>		
Reinforcement activities	Advanced feature project activities	Every project—e.g., Every project—e.g., Project 7, pgs 7.71-7.78 and 7.79-7.80
	Production Skill Building Projects	Every project—e.g., Project 7, <a href="http://www.scsite.com/off2002/reinforce.htm">www.scsite.com/off2002/reinforce.htm</a>
Language Arts Skills	Correct misspelled words, punctuation and/or grammar errors	Every project—e.g., Project 7, pgs 7.1-7.68

# EFFECTIVE JOB PERFORMANCE: The Skills Employers Want

## FIVE COMPETENCIES

### RESOURCES: IDENTIFIES, ORGANIZES, PLANS, AND ALLOCATES RESOURCES

- A. *Time*—Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules
- B. *Money*—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. *Material and Facilities*—Acquires, stores, allocates, and uses materials or space efficiently
- D. *Human Resources*—Assesses skills and distributes work accordingly, evaluates performance and provides feedback

### **Interpersonal: Works with others**

- A. *Participates as Member of a Team*—contributes to group effort
- B. *Teaches Others New Skills*
- C. *Serves Clients/Customers*—works to satisfy customers' expectations
- D. *Exercises Leadership*—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- E. *Negotiates*—Works toward agreements involving exchange of resources, resolves divergent interests
- F. *Works with Diversity*—works well with men and women from diverse backgrounds.

### **Information: Acquires and uses information**

- A. *Acquires and Evaluates Information*
- B. *Organizes and Maintains Information*
- C. *Interprets and Communicates Information*
- D. *Uses Computers to Process Information*

### **Systems: Understands complex inter-relationships**

- A. *Understands Systems*—knows how social, organizational, and technological systems work and operates effectively with them
- B. *Monitors and Corrects performance*—distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
- C. *Improves or Designs Systems*—suggests modifications to existing systems and develops new or alternative systems to improve performance

### **Technology: Works with a variety of technologies**

- A. *Selects Technology*—chooses procedures, tools or equipment including computers and related technologies
- B. *Applies Technology to Task*—understands overall intent and proper procedures for setup and operation of equipment
- C. *Maintains and Troubleshoots Equipment*—prevents, identifies, or solves problems with equipment, including computers and other technologies

## A THREE-PART FOUNDATION

Basic Skills: *Reads, writes, performs arithmetic and mathematical operations, listens and speaks*

- A. *Reading*—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. *Writing*—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. *Arithmetic/Mathematics*—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. *Listening*—receives, attends to, interprets, and responds to verbal messages and other cues
- E. *Speaking*—organizes ideas and communicates orally

**Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons**

- A. *Creative Thinking*—generates new ideas
- B. *Decision Making*—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
- C. *Problem Solving*—Recognizes problems and devises and implements plan of action
- D. *Seeing Things in the Mind's Eye*—organizes, and processes symbols, pictures, graphs, objects, and other information
- E. *Knowing How to Learn*—uses efficient learning techniques to acquire and apply new knowledge and skills
- F. *Reasoning*—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

**Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty**

- A. *Responsibility*—exerts a high level of effort and perseveres towards goal attainment
- B. *Self-Esteem*—believes in own self-worth and maintains a positive view of self
- C. *Sociability*—demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- D. *Self-Management*—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. *Integrity/Honesty*—chooses ethical courses of action