

BRAZOSPORT COLLEGE

LAKE JACKSON, TEXAS

SYLLABUS

POFI 1301: COMPUTER APPLICATIONS I
(File Management/PowerPoint/Word/Excel)

COMPUTER TECHNOLOGY & OFFICE ADMINISTRATION DEPARTMENT

CATALOG DESCRIPTION

POFI 1301 Computer Applications I (File Management/PowerPoint/Word/Excel). CIP 5204070004
Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications and procedures. (3 SCH, 2 lecture, 3 lab)

Prerequisites: POFT 1329 or approval of the division chair. Concurrent enrollment in POFT 1321 or passing score on business math placement test is recommended.

Required skill level code: Not applicable

PREPARED BY:	_____	DATE:	_____
	INSTRUCTOR		
RECOMMENDED BY:	_____	DATE:	_____
	DIVISION CHAIRMAN		
RECOMMENDED BY:	_____	DATE:	_____
	DEAN		
APPROVED:	_____	DATE:	_____

The Brazosport College District shall not discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age, or handicap

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COURSE EVALUATION

STUDENT EVALUATION

- A. Daily work will account for no more than 20% of the total grade.
- B. Tests will account for no more than 55% of the total grade.
- C. Final exam will account for no more than 25% of the total grade.

INSTRUCTOR EVALUATION

- A. Students will be given an opportunity to evaluate their instructor and the course content.
- B. The instructor will review and evaluate in terms of withdrawal rate.
- C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

DEPARTMENT EVALUATION OF COURSE

- A. Faculty and the Division Chair will review student grades and withdrawal trends.
- B. Faculty and the Division Chair will review the Course Competencies and Perspectives Assessment.

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COURSE CONTENT

GENERAL GOALS/OBJECTIVES

The student will learn computer fundamentals and the basics of **Windows 8, Word 2013, Excel 2013, and PowerPoint 2013** on a personal computer.

The following list of course goals will be addressed in the course. (* designates a CRUCIAL goal)

- *1. Log on and off the brazosport college network
- 2. Cursor movement
- 3. Operating system
- *4. Menus, folders, files
- 5. Maximize, minimize, restore windows
- 6 Move and size windows/scrolling/bars, title bar, menu bar
- 7. Clicking and dragging
- *8. Shortcut menu/right mouse
- *9. Help
- 10. Recycle bin
- 11. Multiple windows
- 12. Active windows
- 13. Tile and cascade
- *14. Clipboard
- *15. Copy, cut and paste
- *16. Explorer

*Related to **Word 2013**, the student will learn about:*

- *17. Exhibit accuracy
- 18. Word saving retrieving/opening closing status bar-minimize
- 19. Edit text
- *20. Follow directions
- *21. Format documents
- *22. Navigate within a document
- 23. Word screen
- *24. Word wrap
- 25. Correct/incorrect use of spacebar
- 26. Undo and redo
- 27. Nonprinting characters
- *28. Alignment
- *29. Indenting
- 30. Hanging paragraphs
- 31. Copying and deleting files
- 32. Changing fonts
- 33. Manipulating text within and between documents
- 34. Format painter
- 35. Spell check
- 36. Thesaurus
- 37. Grammar check
- 38. Autocorrect
- 39. Insert and overwrite mode
- 40. Printing options
- 41. Headers and footers

- 42. Manipulating tabs
- 43. Changing margins
- 44. Section breaks
- 45. Wordart
- 46. Graphics

*Related to **Excel 2013**, the student will:*

- *47. Identify spreadsheet terms
- 48. Design spreadsheets
- *49. Create spreadsheet documents
- *50. Edit spreadsheet documents
- *51. Format spreadsheet documents
- 52. Cells and cell references
- 53. Standard and formatting toolbars
- 54. Formula bar
- 55. Status bar
- *56. Enter formulas—order of operations
- 57. Insert
- *58. Format
- 59. Alignment
- 60. Borders and patterns
- 61. Row heights and column widths
- 62. Autoformat
- 63. Headers/footers
- 64. Page setup
- 65. Autosum
- 66. Function wizard
- 67. Help

- 68. Entering row titles
- 69. Creating and copying formulas with relative cell references
- 70. Creating and copying formulas with absolute cell references
- 71. Charts

*Related to **PowerPoint 2013**, the student will:*

- 72. Use software
- 73. Create new presentations
- 74. Create an outline
- 75. Build an organization chart
- 76. Enter, edit, adjust, and format text
- 77. Use master and template documents
- 78. Draw and modify objects
- 79. Use Build
- 80. Use clipart and graphics
- 81. Use the autocontent wizard
- 82. Create speaker notes
- 83. Apply and modify design template
- 84. Use slide transition
- 85. Create and edit hyperlinks
- 86. Integrate with other programs

SPECIFIC GOALS/OBJECTIVES

Items 1-16

The student will be tested on and will perform the item using the computer within each software used through semester.

WORD

17. The student will be provided tools. The student will exhibit accuracy. Performance will be satisfactory if accuracy is exhibited. (See Addendum A)
19. The student will be allowed references. The student will edit text. Performance will be satisfactory if text is edited. (See Addendum A)
20. The student will follow directions. Performance will be satisfactory if directions are followed and are consistent with text and teacher instruction.
21. The student will be allowed references. The student will **format documents** (lines, navigate within a document). Performance will be satisfactory if documents are formatted and the formatting is consistent with text and instructions. (See Addendum A)
22. The student will be allowed references. The student will navigate within a document. Performance will be satisfactory if student is able to move within a document with the shortest amount of keystrokes.

Items 17-46

The student will be tested on and will perform the items using the computer.

EXCEL

47. The student will identify spreadsheet terms. Performance will be satisfactory if terms are identified and the identification is consistent with text.
48. The student will be allowed references. The student will perform the specified function to create and design a spreadsheet. Performance will be satisfactory if the spreadsheet is created and designed in accordance with exercise directions.

Items 47 – 71

The student will be tested on and will perform the item using the computer.

POWERPOINT

Items 72 – 86

The student will be given a written test.

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LEARNING OUTCOMES

POFI 1301 – Computer Applications I (File Management/PowerPoint/Word/Excel)

1. Create, edit and format documents using Microsoft Word.
Average score of 70 on Lab work and average score of 70 on Test1.
2. Perform Desktop Publishing using Microsoft Word.
Average score of 70 on Lab work and average score of 70 on Test1.
3. Create and format a spreadsheet using Microsoft Excel.
Average score of 70 on Lab work and average score of 70 on Test2.
4. Develop simple formulas and graphs using Microsoft Excel data.
Average score of 70 on Lab work and average score of 70 on Test2.
5. Demonstrate the ability to create a PowerPoint Presentation.
Average score of 70 on Lab work and average score of 70 on Test3.
6. Demonstrate knowledge of vocabulary.
Average Score of 70 on Tests 1-3.

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POFI 1301 COMPUTER APPLICATIONS I

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Web site:

COURSE DESCRIPTION

Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications (File Management/Word/Excel/PowerPoint) and procedures.

PREREQUISITES

Concurrent enrollment in POFT 1329 or the ability to keyboard 35 wpm or consent of division chair.
Note: concurrent enrollment in POFT 1321 is recommended.

TEXTBOOK OR COURSE MATERIAL INFORMATION

Zimmerman, S. Scott, Zimmerman, Beverly B. and Ann Shaffer. **New Perspectives on Microsoft Office Word 2013**—(Comprehensive Course Card Edition). Thomson Course Technology, 2011.
TUTORIALS 1-4]
978-1-285-09111-2

Parsons, June Jamrich, Oja, Dan, Carey, Patrick and Roy Ageloff. **New Perspectives on Microsoft Office Excel 2013**—(Comprehensive). Thomson Course Technology, 2011.
[TUTORIALS 1-4.1, 5.1-5.2]
9778-1-285-16933-0

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer

LAB REQUIREMENTS (None)

ATTENDANCE AND WITHDRAWAL POLICIES

The student is expected to attend all classes, to be on time, and to read text prior to class meetings. All computer assignments are to be completed on campus **DURING THE LAB TIME SCHEDULED FOR THIS CLASS** and must be turned in by the due date designated by the instructor. An office atmosphere is to be maintained at all times with students exhibiting business-like attitudes and habits (see **ADDENDUM B**).

Students will be dropped if they miss more than 20% of the classes before the drop date. Tardies and leaving early will count as part of an absence.

Fall and Spring 15-week Semesters	
Class Meetings	Maximum absences before being dropped
One per week	2
Two per week	4

It is the student's responsibility to withdraw from a course if circumstances occur that could prevent the student from successfully completing that course. Students should notify instructor of decision to withdraw and must not expect nor assume the instructor will complete the paperwork for the student. The instructor will complete required paperwork only if the instructor decides to drop a student for cause. Failure to notify instructor of withdrawal could result in the student failing the course.

Please note that changes in the Texas Education Code state that students enrolling for the first time in a Texas public institution of higher education in the fall of 2007 or after, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the student's period of undergraduate study at all such institutions (this includes any course a transfer student has dropped at another institution of higher education). See <http://www.brazosport.cc.tx.us/CurStu.html> for more information.

COURSE REQUIREMENTS AND GRADING POLICY

Determining factors for final evaluation are:

Daily Work	20%
Tests	55%
<u>Final Exam</u>	<u>25%</u>
TOTAL	100%

TESTING

1. FILE MANAGEMENT AND FUNDAMENTALS IN WINDOWS 8, WORD 2013, EXCEL 2013, and POWERPOINT 2013. Daily grades will be graded on a points basis (see **Addendum A**).
 - Tests will be based on lecture and lab. Each test will be based on a **100 point scale**. Each activity on the exam will test one or more course goals.
 - A final exam will be given at the end of the semester and will cover Windows 8 Fundamentals, Word 2013, Excel 2013, and PowerPoint 2013.

MAKE-UP POLICY

- There will be at least two tests and a final exam. If a student misses one test, the final exam grade will be recorded for the missed test.
- The student will receive a **zero "0"** for all other tests missed.

NO WORK WILL BE ACCEPTED AFTER THE UNIT EXAM.
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STUDENT RESPONSIBILITIES

The class period will consist of 2 lecture hours and 3 lab hours per week.

Students will be given an opportunity to evaluate the course and the method of presentation at the end of the semester. Students are also expected to take care of the equipment in the classrooms.

PLEASE DO NOT BRING FOOD, DRINKS, OR UNAUTHORIZED PERSONS INTO THE CLASSROOM.

PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, ETC.

As assigned.

SCANS COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the areas of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills, Thinking Skills, and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, see **Addendum C**.

ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu> (click on the link found on the right side of the homepage).

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in the grade of a zero for the assignment in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact Phil Robertson, Special Populations Counselor, 979-230-3236 for further information.

OTHER STUDENT SERVICES INFORMATION

Information about the Brazosport College Library is available at <http://www.brazosport.edu/library/Pages/index.aspx> or by calling (979) 230-3310.

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in Learning Services (see <http://www.brazosport.edu/learningservices/Pages/default.aspx> or call (979) 230-3253).

To contact the Computer Technology & Office Administration Department, call (979) 230-3229 or (979) 230-3394.

Student Services provides assistance in the following:

Counseling and Advising	(979) 230-3040
Financial Aid	(979) 230-3294
Student Activities	(979) 230-3355

To reach the Information Technology Department for computer, E-mail, or other technical assistance, call the Helpdesk at (979) 230-3266.



Get the information you need – when you need it. Click <http://geni.us/BRAZO> to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.

ADDENDUM A

DAILY GRADING

Points will be deducted if the following is not done correctly.

1. Did you follow the instructions in the textbook?
2. Did you follow the instructions given by the instructor?
3. Is your work in the correct sequence?
4. Do you have any spelling errors?
5. Did you omit any letters, words, spaces, lines?
6. Did you omit any necessary parts of the document?
7. Did you use the correct style?
8. Did you use correct vertical and horizontal placement?
9. Did you format the document correctly?
10. Is your work labeled correctly?

Students will be responsible for the accuracy of documents which includes content, mechanics, and format of the document. Students should check for misspelled words, punctuation, capitalization, as well as the arrangement of the document on the page.

ADDENDUM B

WORK ATTITUDES AND HABITS

ATTITUDES

1. Shows enthusiasm toward learning.
2. Has positive attitude toward learning.
3. Displays courtesy toward others.
4. Takes pride in work.

HABITS

1. Arrives on time.
2. Begins work immediately upon entering classroom.
3. Maintains own supply of materials.
4. Does not waste time in classroom.
5. Removes all waste materials from desk at end of period turns off computer and/or terminal at the end of period.
7. Attends all classes.
8. Listens and follows directions.
9. Does not bring food, drink, or gum into the classroom.

**ADDENDUM C
SCANS COMPETENCIES**

POFI 1301 COMPUTER APPLICATIONS I

Competency Reference		Application
1.	Resource	Deadlines are assigned to exercises, with penalties awarded when the deadlines are not met. Student must have a fundamental working knowledge of a microcomputer and Windows.
	Time Management,	
	Facilities/Materials,	
	Human Resources	
2.	Interpersonal	
	Leadership,	
	Part. as Team Member,	
	Works with Diversity	
3.	Information	Acquire skills in using the software programs; evaluate necessary steps and organize ideas, and interpret information to use in formatting a document or in creating a spreadsheet.
	Acquiring,	
	Organizing,	
	Interpreting	
4.	Systems, Understanding	Execute basic commands for Word and Excel efficiently.
	Organizational Systems,	
	Technological Systems,	
	Social Systems	
5.	Technology	Understand the basic operation of equipment and software by using it in the production of documents and spreadsheets.
	Selecting,	
	Applying,	
	Maintaining	
6.	Basic Skills	Communicate ideas and information to the creation of a document or spreadsheet. Execute the basic mathematical functions using a spreadsheet.
	Reading, Writing,	
	Mathematics,	
	Speaking, Listening	
7.	Thinking Skills	Recognize the type of problem; create a document or spreadsheet to solve the problem.
	Decision Making,	
	Problem Solving,	
	Learning Techniques	
8.	Personal Qualities	Follow instructions on all assignments; consult the instructor for assignment when class is missed; make up any assignment as directed in the syllabus. Display ethical and business-like conduct at all times.
	Responsibility,	
	Sociability,	
	Integrity/Honesty	

Computer Applications I - Weekly Schedule			
Date		Agenda	Assignment
Mon.	1/13/2014	1. Orientation-BC Network drives, D2L, Syllabus, Schedule, SAM etc. 2. Introduction to Managing Your Files	MUST obtain personal network account before next class!!!!
Wed.	1/15/2014	1. Managing Your Files 2. Word2013 Tutorial 1—Creating and Editing A Document	See Checklist in D2L
Mon.	1/20/2014	HOLIDAY – NO CLASSES/COLLEGE CLOSED	
Wed.	1/22/2014	Word2013 Tutorial 2--Navigating and Formatting a Document	See Checklist in D2L
Mon.	1/27/2014	Word2013 Tutorial 3--Creating Tables and a Multipage Report	See Checklist in D2L
Wed.	1/29/2014	Word2013 Tutorial 4—Enhancing Page Layout and Design	See Checklist in D2L
Mon.	2/3/2014	Tutorial 4--(continued)	All Labs MUST be turned in before Exam
Wed.	2/5/2014	Review for Test 1- Microsoft Word2013 and complete ALL lab work	
Mon.	2/10/2014	<u>TEST 1- Microsoft Word2013 - Tutorials 1-4</u>	
Wed.	2/12/2014	Excel2013 Tutorial. 1—Getting Started with Excel	See Checklist in D2L
Mon.	2/17/2014	Excel2013 Tutorial 2—Formatting Workbook Text and Data	See Checklist in D2L
Wed.	2/19/2014	Excel2013 Tutorial 3 –Calculating Data with Formulas and Functions	See Checklist in D2L
Mon.	2/24/2014	Tutorial 3—(Continued)	Work on all Assigned Tutorials
Wed.	2/26/2014	Excel2013 Tutorial 4—Analyzing and Charting Financial Data	See Checklist in D2L
Mon.	3/3/2014	Tutorial 4—(Continued)	Work on all Assigned Tutorials
Wed.	3/5/2014	Excel2013 Tutorial 5.1, 5.2 --Working with Excel Tables	See Checklist in D2L
Mon.	3/10/2014	SPRING BREAK WEEK – NO CLASSES/COLLEGE CLOSED	
Wed.	3/12/2014	SPRING BREAK WEEK – NO CLASSES/COLLEGE CLOSED	
Mon.	3/17/2014	Tutorial 5—(Continued)	Complete all Assigned Tutorials
Wed.	3/19/2014	Review for Test 2- Microsoft Excel2013 and complete ALL lab work	
Mon.	3/24/2014	<u>TEST 2- Microsoft Excel2013 - Tutorials 1-5.2</u>	All Labs MUST be turned in before Exam

Wed.	3/26/2014	PowerPoint2013 Tutorial 1--Creating a Presentation	See Checklist in D2L
		NOTE: Thursday, March 27th is the last day to drop with a W	
Mon.	3/31/2014	PowerPoint2013 Tutorial 2—Adding Media and Special Effects	See Checklist in D2L
Wed.	4/2/2014	PowerPoint2013 Tutorial 3—Applying Advanced Formatting to Objects	See Checklist in D2L
Mon.	4/7/2014	PowerPoint2013 Tutorial 3- Applying Advanced Formatting to Objects (Cont'd)	
Wed.	4/9/2014	PowerPoint Presentations	
Mon.	4/14/2014	PowerPoint Presentations	
Wed.	4/16/2014	Review for Test 3	
Mon.	4/18/2014	<u>TEST 3- Microsoft PowerPoint2013 - Tutorials 1-3</u>	All Labs MUST be turned in before Exam
Wed.	4/20/2014	Lab Period: Microsoft Word	See Checklist in D2L
Mon.	4/25/2014	Lab Period: Microsoft Excel	See Checklist in D2L
Wed.	4/27/2014	Final Exam--Production covering Word and Excel	
Mon.	5/5/2014	Final Exam--Written (Multiple Choice/T-F) covering Word, Excel, and PowerPoint	