BROOKHAVEN COLLEGE
POFM 1191 Medical Office Simulation
Course Syllabus

Instructor: Gale Wilson, Adjunct Faculty
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Phone: 972-860-4174
Meeting Information: Wednesdays, 7:10-9:50pm
Dates: February 27- April 3

Program Coordinator: Sharon Burton  Office: Q212
Contact Information: sburton@dcccd.edu, 972.860.4163

Course Description:
In this course, you will learn some important topics of Microsoft Word 2010 and how to use the program in a medical office setting. You will learn how to create edit documents, format text and paragraphs. Advanced lessons will cover working with tables, merging Word documents, working with styles and templates, how to build forms, and illustrated documents with graphics (2 labs, 1 credit).

Course Outcome:
You will be able to successfully demonstrate the concepts presented in the class.

Prerequisites:
None

Required Text and Materials:
- Software: Microsoft 2010.
- Flash Drive
- Your personal e-mail address and Internet access to eCampus and eConnect

Student Learning Outcomes:
Upon successful completion of the course, students will:

1. Create, edit documents
2. Create and format tables
3. Work with lists
4. Merge documents
5. Work with styles and templates
6. Build forms
7. Enhance documents with images and charts
8. Use the Help function within Word 2010
Course Assessment:
The final exam is the overall course assessment and will be comprehensive in nature. Students will create and edit documents, insert lists, build forms, work with styles and templates, and merge documents.

Workplace and Foundation Competencies:
Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today’s dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

- Manage resources/time management
- Demonstrate responsibility

Student Contributions:
Your contribution includes the following:
- Attending class, which is critical to your success.
- Participating in class activities with class members and instructor.
- Completing assignments in a timely manner.
- Communicating with your instructor about your progress.

Attendance Policy:
A student shall demonstrate a commitment to learning as exhibited by attending all scheduled classes, being punctual for each class, and completing all assignments.

A student who must miss classes should inform his or her instructors of the reasons for absences. Instructors often include classroom participation and attendance in grading and evaluation.

- Students who expect to miss several class sessions for personal, professional, religious or other reasons are encouraged to meet with the Program Coordinator to consider alternative courses prior to registration.

Absences from Class and Lab Sessions (if assigned)
Attendance and participation in class is consistent with academic success; therefore, students are expected to attend all classes. Instructors may give unannounced quizzes which may not be made up if the student is absent for any reason.

The Department will provide each student with a course syllabus at the start of each course that will outline the attendance and tardy policies.

Absences should be kept to an absolute minimum. You will be held accountable for all assignments missed due to your absence.
- All arrangements relating to absences will be made with the instructor who is responsible for the class that was missed.
- You must inform the instructor of the absence prior to the absence occurring.
No exceptions to the following—
- Students are allowed one absence in a course that meets once per week (16 weeks).
- Students are allowed two absences in a course that meets twice per week (16 weeks).
- In a short course (5 or 6 weeks), no absences are allowed.
- Any absences past these allowed amounts qualify for 10 points per absence being deducted from the total points.

Missed Assignments
For policies regarding missed assignments, refer to the individual course syllabus.

Tardiness in Class
Being tardy to class is not acceptable. Make-up, if allowed by the instructor, of any assignments made in class in which you are tardy are your responsibility.

- The instructor is not responsible to update or hand you any information that you missed due to your tardiness.
- Quizzes will not be made up due to tardiness.
- Students are allowed one tardy in a course that meets once per week (16 weeks).
- Students are allowed two tardies in a course that meets twice per week (16 weeks).
- Any tardiness past these allowed amounts qualify for 5 points per tardy occurrence being deducted from either a test or assignment.

Early Departure from Class
Leaving class early is not acceptable as it can be disruptive to a class lecture or individual or group activity. By leaving a class early, a student may also miss an assignment, quiz, or test. When students enroll in a class, they must be aware that scheduling appointments during their class time can be avoided by asking for appointments at times other than class times.

Return after Medical Absence
A student who has been absent due to illness, injury, surgery or pregnancy may require a physician’s statement verifying the student’s medical condition, the period of absence in which the student was hospitalized or under the care of the physician, when the student is able to return to class, and any necessary accommodations prior to returning to their scheduled classes.

Classroom Rules and Expectations:
- All students are required to practice courteous, respectful, cooperative behavior at all times, as this would be the norm in any higher education or work environment.
- Students will arrive on time and stay until class is dismissed.
- Be prepared and stay on task.
- Leave all food, drink, candy, and gum outside the classroom.
- Listen courteously to one speaker at a time, with no interruptions and no side conversations.
- Generally behave as mature adults would in the workplace.
- Only students who are enrolled may attend class.
- Cell phones and/or pagers are required to be turned off in the classroom.
• No Internet surfing / Web browsing / emailing for personal purposes.

**Grading:**
Important material from the text and outside sources will be covered in class. Discussion is encouraged as is student-procured, outside material relevant to topics being covered.

**Class Participation:** Attending class regularly and participating in class activities with class members and instructor. Activities may include internet research, discussions, short presentations, worksheet completion.

**Unit Assignments:** Skills Review, and Independent Challenges will be assigned to help support and supplement material found in the lessons. Please refer to Assignment Completion Schedule for due dates.

**Quizzes:** A Syllabus quiz will be given on eCampus as an online test on the date listed in the course outline.

**Final Exam:** The final exam will be comprehensive in nature and will be taken as an online test on eCampus on the date listed in the course outline.

**Professional points:** As the medical profession stresses the performance of duties requiring certain behavior, attitudes and attendance, a part of this course grade will focus on professional ethics, behavior, and attendance. Students will begin the course with 50 Professional Points which will count towards the final grade.

Those who maintain perfect attendance, punctuality and who conduct themselves employing professional behavior (no profanity, no plagiarism or cheating, no disrespectful behavior towards classmates, instructor or administration, and no argumentative or negative attitude) will retain all 50 points.

**Method of Evaluation:**

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<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Class Participation</td>
<td>50 pts</td>
</tr>
<tr>
<td>Professional Points</td>
<td>50 pts</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>20 pts</td>
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<tr>
<td>9 Unit Quizzes @ 10 pts each</td>
<td>90 pts</td>
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<tr>
<td>9 Unit Assignments @ 25 pts each</td>
<td>225 pts</td>
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<tr>
<td>Final Exam</td>
<td>100 pts</td>
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**Grading Scale:**

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>482 - 535 points</td>
<td>A</td>
</tr>
<tr>
<td>428 - 481 points</td>
<td>B</td>
</tr>
<tr>
<td>375 – 427 points</td>
<td>C</td>
</tr>
<tr>
<td>321 – 374 points</td>
<td>D</td>
</tr>
<tr>
<td>less than 320</td>
<td>F</td>
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**Late Assignments:**
Assignments are due as shown on the completion schedule. Whether you submit assignments at the beginning of the class, during, or at the end of the class is left to the discretion of the instructor. Refer to the course syllabus.

In some cases where in-class activities have been completed, these activities/assignments may not be made up. Again, make-up of assignments is left to the discretion of the instructor. Refer to the course syllabus.

If assignments aren’t submitted as requested, points may be deducted. Refer to the course syllabus for specific information concerning late assignments.

To receive a final grade or CE certificate (the certificate awarded demonstrates your performance in a non-credit setting), you must:

- Complete all assignments as directed by your instructor.
- Complete all quizzes/exams listed in the course outline.

Check eCampus prior to each class for any updates, notes, or announcements.

**Method of Communication:**
Note the following procedure for email communication with the instructor.
1. Email to: grwilson@dccc.edu
2. Use “POFM 1191 and your section number” in the subject line; for instance POFM 1191-23701.
3. Include the sender’s first and last name at the bottom of the email.
4. The instructor will respond to e-mails sent using all the above guidelines within 48 hours.

Please contact me to discuss grades, questions on assignments, or any issue with this course. Inform me of any absence in advance. Best way to reach me is via email.
COLLEGE POLICIES

Absences Due to Religious Observance
Students desiring to observe a religious holy day which will result in a class absence(s) must notify their instructor. Absences for observance of religious holy days are excused. The student is required to complete any assignments, turn in any work or take an examination within a reasonable time after the absence(s). Discuss the anticipated absence(s) with your instructor.

Academic Integrity
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Your enrollment indicates acceptance of the Dallas County Community Colleges Code of Student Conduct located in the Brookhaven College Catalog and the DCCCD Catalog.

Americans With Disabilities Policy Statement/Disabilities Act Compliance
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact your college Special Services Office in Room S-124 or call 972-860-4847 on the Brookhaven Campus.

Class Attendance
Students are expected to attend regularly all classes (classroom or online) in which they are enrolled. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. Instructors will not automatically drop students who have stopped attending class.

Dallas TeleCollege Website
Everything you need to know about the Dallas County Community Colleges and distance education can be found at the Dallas TeleCollege website: http://dallastelecollege.dcccd.edu

Facilities, Equipment, and Resources

Classroom Environment - Because students and staff appreciate a clean and safe environment, eating, drinking, and smoking are not allowed in our classrooms or lab. Our learning environment is open only to adult students, not to children.

Disclaimer - The Internet represents a new frontier in electronic “connectivity” and is used by many people for different purposes. Some material is offensive, explicit, and pornographic. While this material is certainly NOT a part of this class or endorsed in any way by Brookhaven College, you may accidentally come across it on your own.

Electronic Devices - To prevent interruptions in the classroom, please see that all pagers, cell phones, and other electronic devices are turned off in the classroom.
calls are to be received or sent in the classroom or in the Business Studies instructional lab (M129). Cell phones, pagers, etc., should be turned off before entering the Business Studies instructional lab. **Only personal electronic devices being studied as part of the class will be allowed to be used in the classroom.**

**Equipment** - Use of computers and equipment in M Building classrooms and lab are for the sole use of students enrolled in Brookhaven College courses.

**Software License** - As a student enrolled in a class, you are only authorized to use software required for completion of specific class assignments and tests. Because of Brookhaven College’s licensing agreement, you may not use this area for any other work, such as typing personal documents.

**Instructor Communication**
Communicate with your instructor in person, by phone or e-mail. Your instructor will provide information on ways to contact him/her and will provide the time of office hours, if applicable.

**Internal Transfer**
A credit student may transfer to non-credit status after the refund period and on or before the final drop date of the semester. No student will be permitted to transfer after that date. Please consult with your instructor if you wish to utilize this transfer process.

**Receiving Your Grades**
End-of-semester grades will **not** be mailed to you by the college. Specific instructions for obtaining your grades can be found at [http://www.brookhavencollege.edu/grades.html](http://www.brookhavencollege.edu/grades.html) or by visiting the advising center. You can also access your grades by completing the following steps:

1. Go to the Dallas County Community College District website ([http://www.dcccd.edu](http://www.dcccd.edu))
2. Click on eConnect and then select Current Credit Students Menu.
3. Under the heading, My eConnect Account, select Log In.
4. Enter your seven-digit student ID number (not your Social Security number).
5. Enter your password or, if this is your first time to use the system, enter your date of birth (for example, for April 25, 1987, enter 042587), then click on Submit.
6. Under the heading My Personal Information, select Check My Grades.
7. Select the term and grade type that you wish to review, then click on Submit.

**Student Services**
Go to [http://brookhavencollege.edu/onlinesvcs/students](http://brookhavencollege.edu/onlinesvcs/students) to learn about all the student services that are available.

**Technical Requirements and Support**
Online courses and some classroom courses require access to a computer, the Internet and e-mail. If you should have any technical difficulties, call 1-866-374-7169 or the eCampus Technical
Support and Help Desk can be found at [http://dallastelecollege.dccc.edu/techSupport.html](http://dallastelecollege.dccc.edu/techSupport.html). Also alert the instructor concerning any technical problems.

**Withdrawal/Drop Policy**
If you are unable to complete this course, it is your responsibility for withdrawing yourself from the class. If you are unable to complete this course, you must withdraw from the class by the date listed on your Registration Summary Receipt. It is your responsibility to be aware of the drop date. Withdrawing from this course is a formal procedure which you must initiate. The instructor or the instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw, you will receive a performance grade, usually an “F”. Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor first.

*Last date to drop from this course with a grade of W is March 27, 2013.*

**Stop Before You Drop**
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

**Students Receiving Financial Aid**
If you are receiving Financial Aid grants or loans, you must show participation in this class prior to the certification date as indicated on the Registration Summary Receipt by e-mailing or contacting the instructor or by logging on to eCampus. **Do not drop or stop attending any class without consulting the Financial Aid office.** Changes in your enrollment level and/or failing grades may have adverse consequences. Phone: 972-860-4110.

**Repeating This Course**
Effective with the Fall 2005 Semester, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any Dallas County Community Colleges since the fall 2002 Semester.
NOTE:
The instructor reserves the right to modify the course requirements, calendar dates, assignments, grading procedures, and other related policies that are deemed necessary to manage and conduct this course in the classroom or online. Students are responsible for contacting the instructor and for seeking clarification of any requirement that is not understood.

Course Calendar with Class and eCampus Schedules Is Attached

“Never allow someone to be your ‘Priority’ while allowing yourself to be their ‘Option’”