Career Technologies 1341  Business Computer Information Management II  
(3 Credit Hours)  
**POFI 1341**  
Spring 2015

**MEETING PLACE:** LCHS 2115  
**MEETING TIME:** 10:46-12:55 PM MTWRF  
**INSTRUCTOR:** Jennifer Jackson 972-240-3740  
jrjackson@dcccd.edu  
Consultation: Tuesday and Thursday afternoons 2:30-3:15 -- or by appointment.

**REQUIRED TEXTS:**  

**COURSE DESCRIPTION:**  
Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make successful transition to the workforce and postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated electronic spreadsheets using charts and graphs and make an electronic presentations using appropriate multi-media software. This course offers several industry recognized certifications (i.e., OPAC & Microsoft Office Certifications). This course is completed in two semesters.
College and Campus Policies

Eastfield College policy states that food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Children are not permitted in the labs or classrooms at any time. No pagers, beepers, or telephones. Please turn cell phones off when you are in the classroom and lab.

Standard of Conduct/Academic Dishonesty

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at https://www1.dcccd.edu/cat0809/about/standard.cfm (Select Purpose)

Course Objectives:

1. The student demonstrates project management processes to conduct a business project.
2. The student demonstrates the use of the concepts strategies and systems for obtaining and conveying ideas and information to enhance communication in the workplace.
3. The student evaluates and uses information resources to accomplish specific occupational tasks.
4. The student interprets verbal and nonverbal behaviors to enhance communication with co-workers and clients.
5. The student applies active listening skills to obtain and clarify information.
6. The student demonstrates listening and speaking with diverse individuals to enhance communication skills.
7. The student describes, locates, organizes and references written information from various sources to communicate with co-workers and clients.
8. The student develops and interprets tables, charts and figures to support written and oral communication.
9. The student designs solutions to mathematical business problems using spreadsheet technology.
10. The student develops and delivers formal and informal presentations using appropriate media to engage and inform audiences.
11. The student demonstrates public relations skills to increase internal and external customer satisfaction.
12. The student documents technological knowledge and skills.

Additional Course Objectives

Basic competency in English Language Arts (spelling, punctuation, grammar) is necessary for student success in this course. Computer technology skills will be used for accomplishing specific tasks. Critical thinking, decision-making, and problem solving will be applied.

When you have successfully completed this course, you will be able to:
- Identify records management terminology.
- Code records for electronic and manual filing.
- Store electronic and manual records.
- Retrieve electronic and manual records.
Additional Course Objectives Continued

Identify the criteria for records retention and disposal.
Distinguish among the types of storage media.
Proofread electronic input.
Print reports and labels according to sort criteria.
Review procedures for handling classified or confidential records.
Update records.

Institution Policies
Refer to the Eastfield College website www.eastfieldcollege.edu for all policies and procedures including withdrawals, drops, financial aid, academic dishonesty, ADA, course repetition, and holiday exclusions.

Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by April 16, 2015. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped.

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/6drop

Financial Aid
If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

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Assignments
**Professional Portfolio**: Students will create and maintain a professional portfolio or work and will submit for a final project grade in the final grading period. This project will in addition have progress grades given on completed work periodically.

**Current Event Blogging**: Blogs provide commentary or news on a particular subject; others function as more personal online diaries. Blogging will be done in a desktop publishing format that resembles a newsletter layout. Students will then engage in high order critical thinking by engaging in class discussion on current event topics.

**Homework Assignments**

**Grading Policies**
If a student is absent, it will be their responsibility to make up any missed assignments. If the absence is unexcused a 10 point deduction will be given on assignments. A zero will be given as the grade for assignments never received or for tests not taken. The student’s final grade will be based on the following:

<table>
<thead>
<tr>
<th>Current Event Blogging/Warm-up &amp; Cool down</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classwork Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Projects</td>
<td>20%</td>
</tr>
<tr>
<td>Tests</td>
<td>30%</td>
</tr>
</tbody>
</table>

**Standard of Conduct/Academic Dishonesty**
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**Class Expectations**:  
1. Be Prepared~ Bring all required material to class  
2. Be Prompt~ Arrive to class on time  
3. Be Polite~ Treat every individual with respect  
4. No food or drinks in class  
5. Follow all additional LCHS Policies

**Teacher Expectations**:  
1. Be Firm ~ in establishing realistic expectations and consequences  
2. Be Fair ~ in interactions with all students  
3. Be Fun ~ in the delivery of the subject matter and activities presented in class
Academic Support
After school Tutorials will be offered in room 2115
Tuesday & Thursday 2:30-3:15 pm

ACADEMIC CALENDAR FOR FALL, 2014 (LCHS)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, August 25</td>
<td>Class Begins</td>
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<tr>
<td>Monday, September 1</td>
<td>Labor Day Holiday</td>
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<tr>
<td>Monday, September 8</td>
<td>12th Class Day (Certification)</td>
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<tr>
<td>Monday, October 6</td>
<td>Fair Day</td>
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<tr>
<td>Wednesday, October 29</td>
<td>Early Release</td>
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<tr>
<td>Thursday, November 13</td>
<td>Last Day to Withdraw with a Grade of “W”</td>
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<tr>
<td>M – F, November 24 - 27</td>
<td>Thanksgiving Break</td>
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<tr>
<td>R - F, December 18-19</td>
<td>Final Exams</td>
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<tr>
<td>Monday, January 5, 2015</td>
<td>Semester Ends</td>
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</tbody>
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The instructor reserves the right to amend this syllabus as deemed necessary and/or suitable without prior notice.