



Coastal Bend COLLEGE

Master Course Syllabus

POFI 1301

Computer Applications I

*****NOTE TO STUDENT*****

Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. If you ever have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Assistant Dean of Academics, or the Dean of Academics, as soon as possible. Their contact information is provided below:

<p><i>Jarod Bleibdrey</i> <i>Dean of Career and Technical Education</i> <i>361-354-2339</i> <i>jbleibdrey@coastalbend.edu</i></p>	<p><i>Lisa C. Bowman-Bowen</i> <i>Public and Professional Services Coordinator</i> <i>(361) 664-2981 ext. 3005</i> <i>lbowman-bowen@coastalbend.edu</i></p>
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We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review with students, course information with specific reading schedules, assignments, and testing information during the first week of class.

Additionally, the course information will be posted to Blackboard (THECB 60x30TX compliance).

Course Description – Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

Semester Hours Credit: 3

Lecture/Lab Hours: 2/4

Prerequisite: None

Course Capacity: 40



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Textbook(s): Nordell, R. (2019) Loose Leaf for Microsoft Office 365: MS Word and MS Excel with SIMnet Access Card (Customized Bundle) ISBN: 9781264608317

Course Objectives

Student Learning Outcomes – Subject Matter Specific (SLOS):

Upon successful completion of this course, students will:

1. Identify the components of a computer system
2. Perform common tasks used in applications.

Student Learning Outcomes – Marketable SCAN Skills (SLOM): **Forthcoming Summer 2021**

Notation: **Bolded items are part of the programs' annual assessment of Student Learning**

Program Level (PLO)(as related to this course) **Forthcoming Summer 2021**

This course provides instructional elements in partial requirements to the following:

General Course Information

Course Format: TBA

Course Days/Times: TBA

Location: TBA

Instructor Name: TBA

Instructor Email/Phone Contact: TBA

Instructor Office Hours: TBA

Instructor notation: The general course information, as well as the following instructor policies, shall be either 1) edited to provide current information or 2) provided in a separate supplement.

Course Grading Basis

Evaluation Methods: Please see individualized instructor policies for course evaluation methods. Students will be assessed on the same measure, across each discipline, as per CBC guidelines. This should include a list of all requirements subject to assessment, dates due, assessment calculations, and instructor policy addressing late submissions.



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Activity Types	SLOS	SLOM	PLO	Weights (%)
Assignments, activities, and/or discussion-style assessments				50
Periodic quizzes, tests, and/or Mid-term assessments				25
Final Exam				25
Total:				100%

Instructor should remain in relevant range of stated weights

Program Course Scale:

Final grades will be based in the following manner:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% or Below

Course Subject Matter Outline

Introduction: Computer hardware and components of a computer system
Introduction: Office software applications, terminology, and applicable procedures
Instruction for Word 1: Creating and Editing Documents
Instruction for Word 2: Formatting and Customizing Documents
Instruction for Word 3: Collaborating with others and Working with Reports
Instruction for Word 4: Using Tables, Columns, and Graphics
Instruction for Word 5: Using Templates and Mail Merge
Instruction for Word 6: using Custom Styles and Building Blocks
Instruction for Word 7: Advanced Tables and Graphics
Instruction for Word 8: Using Desktop Publishing and Graphic Features
Instruction for Word 9: Working Collaboratively and Integrating Applications
Instruction for Word 10: Automating Tasks Using Templates and Macros
Instruction for Word 11: Working with Forms and Master Documents
Instruction for Word 12: Customizing Word and Using OneDrive and Office Online
Instruction for Excel 1: Creating and Editing Workbooks
Instruction for Excel 2: Working with Formulas and Functions
Instruction for Excel 3: Creating and Editing Charts



Instruction for Excel 4: Formatting, Organizing, and Getting Data
Instruction for Excel 5: Consolidating and Linking Data and Inserting Objects
Instruction for Excel 6: Exploring the Function Library
Instruction for Excel 7: Working with Templates and Co-Authoring
Instruction for Excel 8: Working with Macros
Instruction for Excel 9: Exploring Data Analysis and Maps
Instruction for Excel 10: Exploring Business Intelligence
Instruction for Excel 11: Customizing Excel and Using OneDrive and Office Online
Review of Additional Microsoft Office Applications
Comprehensive Review and Assessment

Class Attendance and Classroom Conduct Policies

Attendance Policy: Please see individualized instructor policies for attendance, which is pursuant to any related policy as outlined by the college handbook, financial aid agreements, or any other college related understanding (e.g. athletic, organizations)

Technical Support:

Email Support:	helpdesk@coastalbend.edu cabrigo@coastalbend.edu
Telephone Support:	866-722-2838 ext. 2508 (Toll Free) 361.354.2508 (Direct Line)
Live Chat:	Fall/Spring Hours: Monday-Thursday 8 a.m. to 8 p.m.; Friday 8 a.m. to 5 p.m. Summer Hours: Monday-Thursday 7 a.m. to 6 p.m.

Tutoring Services: Coastal Bend College offers free tutoring services to all CBC students who need academic assistance. Services include One-on-One, Group, and Online tutoring to all current CBC students. The Tutoring Coordinator's office is at CBC-Beeville in the Student Success Center (SSC), Room 140 which is in the R.W. Dirks building. The SSC's hours of operation are Monday -Thursday from 8 am – 8 pm. Tutoring services are also available at all the CBC site locations and students can visit the site's SSC. For questions regarding tutoring services, please contact the CBC Tutoring Coordinator at (361) 354-2838 ext. 2578 or visit us at our website at: <http://coastalbend.edu/tutoring/>.

Beeville	Alice	Kingsville	Pleasanton
3800 Charco Road Beeville, TX 78102 1-866-722-2838	704 Coyote Trail Alice, TX 78332 1-866-891-2981	1814 Brahma Blvd. Kingsville, TX 78363 1-866-262-1615	1411 Bensdale Pleasanton, TX 78064 1-866-361-4222



Grady C. Hogue Learning Resource Center (Library): Located on the Beeville campus, the operation hours are Monday - Thursday 8:00 a.m. - 6:00 p.m.; Friday 8:00 a.m.- 5:00 p.m. (Summer semesters will observe the CBC campus operation hours.) For locations and hours of CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page links below.

Grady C. Hogue Learning Resource Center (Library): <http://lrc.coastalbend.edu/about>
Online Catalog : <http://lrc.coastalbend.edu/catalog>
Library Website: <http://lrc.coastalbend.edu/about>
Hours and Locations: <http://lrc.coastalbend.edu/hours>
Pleasanton Public Library: <https://pleasanton.bibliionix.com/>
115 N. Main St., Pleasanton, TX 78064
Monday – Friday 9:00 a.m. – 6:00 p.m.
Saturday 9:00 a.m. – 1:00 p.m.

Financial Aid: Resources available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at www.coastalbend.edu/finaid or contact us at 361-354-2238. Office hours: Monday-Thursday 7-6 and Friday 8-5 (THECB 60x30TX compliance.)

ADA Statement: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GA \(Legal\)](#)

Student with Disabilities: Please notify your instructor of any modification/adaptation you may require to accommodate a disability-related need. You will need to provide documentation to the Director of Student Services so the most appropriate accommodations can be determined. Specialized services are available through the Office of Disability Services (SSB 4.104, 471-6259). For more information contact (361) 354-2300.

Scholastic Dishonesty: Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College’s rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies [FLB \(Local\)](#) and [FM \(Local\)](#). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.



See at: [FLB \(Local\)](#) and [FM \(Local\)](#).

Use of E-mail for Official Correspondence to students: All students should be familiar with the college's official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical.

Copyright Law and Intellectual Property Rights Policy: Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

Intellectual Property: Student/Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

NOTE: The College website (www.coastalbend.edu) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

Last Revised on: 5/26/2021