

### COURSE SYLLABUS

**Course:** CAPP 131 – Basic Microsoft Office

**Current Semester:** Summer 2024

**Time and Location:** Online

**Instructor:** Casey-May Huff

**Contact Information:** [chuff@dawson.edu](mailto:chuff@dawson.edu) (325)271-0404

**Office Hours and Location:** Email is the best way to communicate with me over the semester, we can set up a time to visit downstairs in the Softball office if needed.

**Credit Hours:** 3

**URL of Website (Course Registration Link):** Moodle Classroom and Cengage MindTap access to the course will be through Moodle.

**Prerequisite (if applicable):** N/A

**Course Description:** As a student in this course, you will learn the most important topics of Microsoft Office 2016. No prior computer experience is assumed. You will first be presented with an overview of essential computer concepts and Windows 10. From there you'll move into the applications. First up is Word, followed by Excel, then Access and PowerPoint. On the way you'll have Modules integrating all four applications together. You'll wrap up the course with Outlook 2016.

#### **Instructional Materials:**

Illustrated Microsoft Office 365

<https://ebooks.cenreader.com/#!/reader/7eb159c6-5d93-46d2-ac1a-09ca89bbf208/page/91d74226e220c70dd1403c4b4dd1a68a>

#### **Student Learning Outcomes:**

Upon completion of the course students will be complete the following outcomes with a 70% competency

- Teach the fundamentals of Microsoft Office 365 including Microsoft Word 2016, Microsoft PowerPoint 2016, Microsoft Excel 2016, Microsoft Access 2016, and Microsoft Outlook 2016.
- Expose students to practical examples of the computer as a useful tool.
- Acquaint students with the proper procedures to create documents, presentations, worksheets, and databases suitable for coursework, professional purposes, and personal use.
- Help students discover the underlying functionality of Office 2016 so they can become more productive.

- Develop an exercise-oriented approach that allows learning by doing.

### **Purpose of Academic Assessment**

Academic assessment is the process for *ongoing improvement of student learning and success*. Student Learning Outcomes are used in assessment at Dawson Community College with four specific interrelated purposes.

- To improve student learning
- To improve teaching strategies
- To document successes and identify opportunities for improvement
- To provide evidence for institutional effectiveness

### **Grading Scale**

90-100 = A  
80- 89 = B  
70-79 = C  
60-69 = D  
<60 = F

### **Course Policies:**

#### **Instructor/Student Communication:**

- I expect full communication between student and myself, all email communication will happen via your Dawson Community College email.
- I answer all emails and phone calls within 24 hours of receiving the message.

**Attendance:** Dawson Community College supports the philosophy that learning is optimal when students attend classes regularly and participate in the learning environment through interaction with colleagues and instructors. Therefore, the student is responsible for maintaining regular attendance in registered classes. Approved absences due to college sponsored activities are excused. Absences due to serious illness or strictly unavoidable circumstances may be excused if the instructor is completely satisfied as to the cause. An excused absence does not, under any circumstances, relieve the student of the responsibility for completing the course work to the satisfaction of the instructor.

#### **Students representing the college – excused absences**

Students who represent the college (athletes and others) do not choose their schedules. Student athletes are required to attend games and/or meets. All student athletes should provide their schedules to their instructors at the beginning of the semester. Faculty are encouraged to treat missed classes or exams (because of a scheduling conflict) as excused absences and urges faculty to work with the students to make up the work or exam.

Before missing class, students are required to visit with faculty about coursework they will miss. It is the student's responsibility to obtain assignments prior to the arranged absence. The student

needs to inform faculty at least one week in advance before their absence. Faculty is encouraged to accommodate the needs of students participating in college sponsored enrichment activities.

**Late Assignments:** If you are away for a school excused absence, you have up to a week of that class missed to turn in your work. Late assignments can be turned in up until the following class, but 10% per each day will be taken off until the assignment is turned in. Anything after that will not be accepted and the student will receive a zero.

**Academic Integrity:** Students at Dawson Community College are responsible for cooperating with the instructor in an effort to create a classroom environment that is conducive to the teaching/learning process. Students are expected to do their own work and in their own words and their own ideas. If they quote or paraphrase the words of others, they are expected to indicate who it is they are paraphrasing. An instructor, who believe a student has cheated or claimed the work of someone else as his/her own, may take disciplinary steps as outlined under the Academic Integrity Guidelines (available in College Catalog). This may include, but is not limited to, failure of the assignment, failure of the course, suspension or expulsion. If you have any doubts about what constitutes a violation of Academic Integrity, please ask your instructor.  
<https://www.dawson.edu/current-students/academic-resources/>

**Reasonable Disability Accommodation:** Dawson Community College will provide reasonable accommodations for qualified students with disabilities pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (Public Law 101-336) to ensure equal access to its programs. Students with disabilities who may need accommodations should contact the Vice President of Academic and Student Affairs each semester. I encourage you to discuss the accommodation as soon in the semester as possible.  
<https://www.dawson.edu/future-students/accessibility.html>

**Student Handbook:** Student rights and responsibilities are documented in the Student Conduct Code which can be found in the student handbook (available in College Catalog).  
<https://www.dawson.edu/current-students/student-success/student-handbook.html>

**Student Grievance Procedure:** More information is available in the current catalog.

**Tentative Course Schedule:**

I have the course laid out in Moodle, you have access to the entire course starting day one. This is done intentionally so that you can plan accordingly for vacations, athletics, and work schedules. Having access to the course is also done intentionally so that you work ahead versus working to “catch up”.

Below are weekly topics, assignments, due dates: All this information is also laid out in detail on CENGAGE | MINDTAP.

**Syllabus Change Policy:** Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.