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Course Description
In this course you will be introduced to the basic features of MS Office using Word, Excel, Access, and PowerPoint and will learn how to integrate these programs to create dynamic documents.

Course Focus
The hands-on course will focus on techniques and tips for creating, editing, proofreading, formatting, saving, printing, and enhancing documents using MS Office software applications--Word, Excel, Access, and PowerPoint. Additional focus is toward the integration of these software applications.

Course Outcome
In Word, Excel, Access, and PowerPoint, you will be able to create, edit, proofread, format, save, and print documents in a timely manner and integrate the features of these applications to create documents.

Prerequisites
Keyboarding skills and Windows basics or equivalent competency are recommended.

Required Textbook


For the student data files required for the assignments, visit the Web site at www.course.com

Student Learning Outcomes
1. Word
Identify and define terms, concepts, and functions related to Word
Create a document
Save a document
Print a document
Edit a document
Proofread a document
Format a document
Work with tables
2. **Excel**
Identify and define terms, concepts, and functions related to Excel
Create a worksheet
Save a worksheet
Print a worksheet
Edit a worksheet
Proofread a worksheet
Format a worksheet
Integrate Word and Excel

3. **Access**
Identify and define terms, concepts, and functions related to Access
Create a database
Manage data
Create a report
Integrate Word, Excel, and Access

4. **PowerPoint**
Identify and define terms, concepts, and functions related to PowerPoint
Create a presentation
Modify a presentation
Enhance a presentation
Integrate Word, Excel, Access, and PowerPoint

**Integration Projects (Project A--integrate Word & Excel; Project B--integrate Word, Excel, and Access; Project C--integrate Word, Excel, Access, and PowerPoint)**

**Performance Objectives**

**Word**
1. Given performance assignments, the student will be tested on Word concepts and functions, such as creating, saving, printing, and editing Word documents with a minimum of 80 percent accuracy.

**Excel**
2. Given performance assignments, the student will be tested on Excel concepts and functions, such as creating, saving, printing, and editing Excel documents with a minimum of 80 percent accuracy.

**Project A**
3. Given a project, the student will be tested on integration of Word and Excel concepts and functions, such as creating, saving, printing, and editing Word and Excel documents with a minimum of 85 percent accuracy.

**Access**
4. Given performance assignments, the student will be tested on Access concepts and functions with a minimum of 70 percent accuracy.

Project B
5. Given a project, the student will be tested on integration of Word, Excel, and Access concepts with a minimum of 85 percent accuracy.

PowerPoint
6. Given performance assignments, the student will be tested on PowerPoint concepts and functions with a minimum of 80 percent accuracy.

Project C
7. Given a project, the student will be tested on integration of Word, Excel, Access, and PowerPoint concepts with a minimum of 85 percent accuracy.

Student Responsibilities
Your responsibilities include the following:

1. Attending class on a weekly basis
2. Reading e-mail messages and announcements from your instructor
3. Sending e-mail messages as appropriate to your instructor
4. Completing assignments in a timely manner
5. Participating in discussion forums as directed by your instructor
6. "Speaking up" if problems arise. Your instructor will never know what is the issue or concern
7. Using the technology properly

Grading
1. Integrated Projects Units A, B, & C (One Independent Challenge [shown as IC] is required from each unit for a total of three challenges @ 100 pts each = 300 points)
2. Unit Independent Challenges (total of 16--Word=4; Excel=4; Access=4; and PowerPoint=4; 16 @ 20 each unit IC = 320 points)
3. Discussion Forums (a total of five topics; 5 @ 10 points each = 50)

A -- 603 - 670
B -- 536 - 602
C -- 469 - 535
D -- 402 - 468
F -- Below 402

An evaluation scale is provided for unit ICs, the integrated projects, and discussion forums. The evaluation scales for unit ICs and the integrated projects are located under Course Documents. The rubric for grading participation in the forums is located under Discussion Forum.
A summary of the assignments/projects is located under Assignments, shown as one of the course components on the left side of the course main screen.

Your instructor cannot acknowledge receipt of your assignments. Once you have submitted your assignment, it will be graded within one week of receipt. Points will be posted to your grade book and comments will be provided if needed. If you submit multiple assignments at one time, it may take longer than one week.

The course management system will confirm that your submission was successful by showing a green icon that looks like an exclamation mark. When I see this icon, it alerts me that your assignment is ready to be graded.

Notes
1. The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances occur. You will be notified if changes are made.
2. To receive a grade, you must:
   - Complete ALL three integrated projects, complete all exercises within the units, assigned independent challenges, and five discussion forums. The required assignments to be submitted are listed in the completion schedule. Meet the performance objectives as listed.
   - If your points equate to an A and you chose to not complete the discussion forums or the last assignment, your final grade will be lowered by one letter grade.
   - If assignments are submitted beyond the due date, 10 points will be deducted. Any assignment submitted beyond two weeks won’t eligible for grading. NO EXCEPTIONS
3. Only assignments that are shown in the last two weeks of the completion schedule will be graded. Submit your assignments according to the due dates shown on the schedule. NO EXCEPTIONS.

If assignments are submitted all at one time during the last two or three weeks, they will not be graded; only those assignments shown on the schedule during the last two weeks will be graded. Keep up with the schedule, as it has been designed with you in mind to help you complete the assignments and meet the course objectives in a timely manner.

CLASS POLICIES

Instructor Communication
Your instructor will provide information on ways to contact him/her and will provide the time of office or virtual hours, if applicable.

By email — When sending an email, be sure to include course prefix and number in the subject line. Add your full name in the body of the message. You will receive a response within 48 hours.
Late Assignments
The completion schedule is designed to help you proceed through the assignments so you can complete the course by the end of the term/semester. Points may be deducted for late submissions. Just as in a work environment, if you cannot meet a deadline, you would contact your supervisor to discuss the late submission. Your instructor has the same expectation and has outlined specific guidelines located under the Grading section of this syllabus.

Academic Integrity/Honesty
All assignments in this class is undertaken with the understanding that academic honesty is the only acceptable behavior. Further, it is understood that the instructor sets the standards of academic honesty in the class, determines when these standards have been violated, and determines the consequences of that behavior by the student.

The following instances of academic dishonesty will not be tolerated and if committed, will result in a grade of “F” in the course.
Cheating – intentionally using or attempting to use unauthorized materials, information or student aids in any academic exercise. Specifically
1. Copying from another student’s exercise, chapter/unit assessment, or exam.
2. Using test materials not authorized by the person administering the test.
3. Collaborating with or seeking aid from another student during an assessment of any type without permission from the faculty.
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an student’s exercise, chapter/unit assessment, or exam.
5. The unauthorized transporting or removal, in whole or in part, of the contents of the student’s exercise, chapter/unit assessment, or exam.
6. Substituting for another student, or permitting another student to substitute for one’s self, to take student’s exercise, chapter/unit assessment, or exam.
7. Bribing another person to obtain a student’s exercise, chapter/unit assessment, or exam or information about a student’s exercise, chapter/unit assessment, or exam.

Collusion – unauthorized collaboration with another person in preparing work offered for credit i.e., providing exam information to another student, working collectively on assignments intended as individual tasks.
Fabrication – intentional and unauthorized falsification or invention of any information in an academic exercise.
Plagiarism – intentionally representing the words or ideas of another as one’s own in any academic exercise.

Class Attendance
You are expected to regularly attend all classes in which you are enrolled. Class attendance and course progress are your responsibility. It is also your responsibility to consult with your instructor following a period of absence. Once enrolled in the course, it is your responsibility to withdraw from the class should that become necessary.
Before withdrawing from your class, be sure to visit with your instructor to review any options that may be available. Instructors will not automatically drop students who have stopped attending class. Additional information about withdrawing from a class is provided below.

Facilities, Equipment, and Resources

Classroom Environment - Because everyone appreciates 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.

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 and in the 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 quizzes/tests. Because of Brookhaven College’s licensing agreement, you may not use this area for any other work, such as typing personal documents.

Technical Requirements and Support
eCampus

Campus courses and online courses require access to a computer, the Internet and email. If you should have any technical difficulties, call 1-866-374-7169 or the eCampus Technical Support and Help Desk at http://dallastelecollege.dcccd.edu/techSupport.html.

- It is your responsibility to have the required software and computer setup to complete the course requirements.
- Technical requirements are identified in the orientation to your class.

Your Computer Issues

You are responsible, not your instructor, for resolving your computer issues. If you continue to experience computer issues, make other arrangements to complete your assignments. Locate another computer to use so you can complete your assignments in a timely manner. Because you are enrolled in an online class, plan ahead so you can find another computer to submit your assignments on time.

COLLEGE POLICIES

Absences Due to Religious Observance

If you desire to observe a religious holy day that will result in a class absence(s), you must notify your instructor. Absences for observance of religious holy days are excused.

- You are 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/Honesty

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 Special Services Office in Room S-124 or call 972-860-4847 on the Brookhaven Campus.

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

**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. If you wish to transfer from non-credit to the credit course, do so within the first week.

**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. To access your grades, complete the following steps.

1. Go to the Dallas County Community College District website (http://www.dcccd.edu)
2. Click on eConnect and then select Current Credit Students Menu.
3. Under the heading, MyeConnect 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 to learn about all the student services that are available.

**Withdrawal/Drop Policy**
If you are unable to complete this course, it is your responsibility to withdraw from the class by the date listed on your Registration Summary Receipt. It is your responsibility to be aware of the drop date which is printed on the tuition fee receipt and is also posted on the college website.

- 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 of F.
Retention Effort--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.

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.
- Once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, 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

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. During the orientation, your instructor will provide specific information regarding participation.

- Do not drop or stop attending any class without consulting your instructor and the Financial Aid office.
- Changes in your enrollment level and/or failing grades may have adverse consequences.
  Phone: 972-860-4110.

Repeating This Course
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. Third attempts include courses taken at any Dallas County Community Colleges since the fall 2002 semester.