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. (4 College Credit Hours)

Course Pre-requisites: Keyboarding skills and Windows basics or equivalent competency are recommended.

Course Materials/Supplies Needed
Textbook: Skills for Success Word 2013 Comprehensive by K. Townsend, J. Hovey
ISBN: 978-0-13-3147858

Student Learning Outcomes
Upon completing this course, you will be able to:

- Analyze, synthesize, and evaluate school, work, or home information-processing needs and use application software to meet those needs efficiently and effectively
- Access the Internet and use the browse, search, and hyperlink capabilities of web browsers
- Create, design, and produce professional documents using word processing software
- Process, manipulate, and represent numeric data using spreadsheet software
- Plan, structure, and create databases for efficient data access and retrieval using database software
- Use presentation software to design and create informational and motivational slide shows that contain hyperlinks, tables, images, and animation
- Learn strategies for merging and integrating source data from different applications

Certification Procedures: (For Online Courses)
1. **Log into E-campus during the 1st week of class**
2. **Complete the “Introduction” Discussion Board Thread**
3. **Follow the steps in E-campus to get enrolled into MyITLab.com**
4. **Complete Week 1 Folder assignments.**

**Instructor Attendance Policy:**
You must register for **MyITLab** in order to be counted as present for this first week of class. If you fail to do so you will be counted as Never Attended for purposes of Financial Aid. This is an online class and therefore it is your responsibility to make sure you complete all the assignments by the due dates listed.

**Course Outline:**
*Refer to Course Calendar on MyITLab.*

**Evaluation Procedures:**

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**Evaluation Methodology (Grading Criteria)**

<table>
<thead>
<tr>
<th>Evaluation Methodology</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Lab Average</td>
<td>35%</td>
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<tr>
<td>-Simulation Trainings</td>
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<tr>
<td>Exam Average</td>
<td>40%</td>
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<tr>
<td>Quiz Average</td>
<td>25%</td>
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<td><strong>Total Points</strong></td>
<td>100%</td>
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**Completing Assignments**
You will complete ALL assignments through Myitlab.com
- Labs
- Exams
- Quizzes

**Quizzes/Exams**
There will be quizzes/exams given covering the material in the text and lectures. Quizzes will cover concept chapters. Exams will cover application chapters (Word, Excel, Access, & PPT).

**Labs**
The lab assignments are worth 35% of the final grade for this class. You will not be able to pass this course without doing your lab assignments and, thus, being prepared to do the practical exercise on each exam. You may use the lab in W141 to complete your assignments or you may work at home if you have the appropriate software (MS Office 2013 including Word 2013, Excel 2013, Access 2013, and PowerPoint 2013) and data files on your computer. **You must have Office 2013 installed on your home or work computer to do the assignments. Any other version will not work!**
The lab hours are posted outside of the W141 entrance. **Lab exercises submitted after the date on the course schedule will be reduced in value 10%. Lab exercises not submitted within 5 calendar days of the due date will receive a zero.** All Lab assignments will be completed using myitlab.com.

**Grading Scale:**
90% and above earns an A  
80% - 89% earns a B  
70% - 79% earns a C  
60% - 69% earns a D  
0% - 59% earns an F

**Late Work Policy:**
All work needs to be completed by the due date. Assignments not submitted after 5 calendar days of the due date will receive a grade of 0. No assignments will be accepted later than the last class date.

**The withdraw date for this class is April 14, 2016.**

**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.

**Academic Dishonesty:**
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

**Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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 DCCC Code of Student Conduct published in the DCCC Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.**

**Institution Policies:** Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan).