CAP 110: Computer Applications
7.5 Week Online – 3 Credits

Semester:
Day(s):
Time(s):
Classroom:
Instructor:
Office Hours:
Office Location:
Phone Number:
Email:

INSERT
Professional
Headshot Here

Prerequisite/Co-Requisites: None

Course Description

- This course is designed to enhance student knowledge, usage and skills with computers and Microsoft Office software. This includes creating documents in Word, spreadsheets and charts in Excel, e-mail functions in Outlook, and presentations in PowerPoint. Students will also learn about the world-wide web, Internet usage, and the effects of social media on society.

Course Goal

- The purpose of the course is to familiarize you with computers, Microsoft Word, Excel and Powerpoint, and Goodwin University's technology tools.

Required Text

- This course makes use of an online learning platform known as Mindtap & SAM. The majority of coursework will be done via this system.

  Please purchase an access code for the following book. You don't need to add the loose-leaf option unless you are interested in purchasing one.
- Cable, S., Freund, S., Monk, E., Sebok, S., & Vermaat, M. (2017). Shelly Cashman series Microsoft Office 365 & Office 2019 Introductory. New York NY: Cengage.

Optional: The materials required for this course and any others using Cengage products are included in one Cengage Unlimited subscription. For $119.99 per semester, you get access to all Cengage online textbooks, platforms, study tools and more—in one place. $7.99 print textbook rentals are also available. Ask for Cengage Unlimited in the bookstore or visit cengage.com/unlimited.

Required Software

- Microsoft Office 2019/Office 365
  - A free copy of Office 365 is available to download from your Goodwin University Office 365 account which can be accessed through your myNavigator account. Instruction on accessing myNavigator can be found at https://www.goodwin.edu/files/pdfs/it/portal-login-instructions.pdf
  - If you have the Microsoft Office 2013 or lower version, you may have difficulty completing the assignments.
- You are also welcome to use the computers at Goodwin University if you do not have **access** to a computer at home or are unable to download the required software.

PLEASE NOTE: This course is Windows based so students with a MAC or Chromebook may have some difficulties completing the assignments. If you have any questions, please contact your professor.
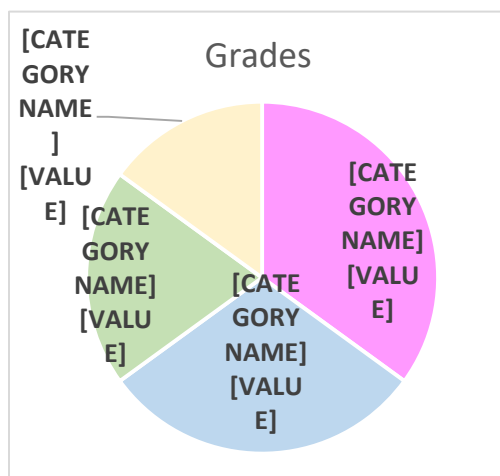
Student Learning Outcomes
• Recall and identify basic computer and software applications terms through the demonstration of skills.
• Develop and demonstrate proficiency of Microsoft Word, Excel, and PowerPoint through critical, creative, and practical thinking.
• Use Microsoft Outlook, Word, Excel, and PowerPoint to create, edit, and format a variety of documents, workbooks, and presentation demonstrating the ability to construct professional material.
• Discuss appropriate communication methods using technology such as social media through an ethical and professional perspective.
• Build upon software application skills through practice to maintain a high level of proficiency in educational and career arenas.

Grading Policy

Weekly Assignments	35%
Capstone Projects	20%
Creative Assessments (Computer, Word, & PowerPoint)	30%
Final Exam	15%
Total:	**100%**

Grades

Coursework Expectations

This section of the syllabus contains a listing with brief descriptions of the assessment methods for this course. They are designed to align with the student-learning outcomes and provide you with varied ways to demonstrate mastery of the course content. ***Additional instructions and related scoring guides or rubrics are posted to Blackboard***.

Weekly Assignments include SAM/Mindtap trainings, textbook projects and exams. The trainings will teach the skills needed to apply in the textbook projects, capstone projects, and creative assignments. The assignments are meant to further develop students' ability and help learn different elements of Blackboard. Discussion questions are also included in this element of the grade.

Creative Assessment will provide students with the opportunity to demonstrate the skills learned throughout each section of the course. The projects are major elements of the course typically given at the start of the section and completed at the conclusion of the section. This allows students the opportunity to work on the project over the course of a few weeks to ensure submitted work is detailed and incorporates all of the requirements of the project.

Capstone Projects are cumulative assignments in SAM that assess the skills learned throughout the modules for that section.

The **Final Exam** consists of multiple sections to test students' knowledge of basic computer elements, and Microsoft Word, Excel, and PowerPoint. The exam is given over the course of a few days but must be taken in one sitting.

Course Outline / Class Schedule*

Week / Date(s)	Topic(s) To be Covered Each Week	Assignments, Quizzes, and Readings to be Completed
1	Intro to Computers	• Email Etiquette Assignment • Computer Creative Assignment • Purchase Access Code and gain access to SAM/Mindtap • Introduce Yourself Discussion • Operating System Discussion Question
2 & 3	Microsoft Word	• SAM Training: Word Modules 1, 2, & 3 • SAM Textbook Projects: Word Modules 1 & 3 • Word Capstone Project • APA Hands-On Assignment • Word Creative Assignment • Effect of Social Media Discussion Question
4 & 5	Microsoft Excel	• SAM Training: Excel Modules 1, 2, & 3 • SAM Textbook Projects: Excel Modules 1, 2, & 3 • Excel Capstone Project • Excel Creative Assignment • Internet Security Discussion Questions
6 & 7	Microsoft PowerPoint	• SAM Training: PowerPoint Modules 1, 2, & 3 • SAM Textbook Projects: PowerPoint Modules 1, 2, & 3 • PowerPoint Capstone Project • PowerPoint Creative Assignment • PowerPoint Creative Assignment Discussion
Final Exam	Review for Final Exam	• Complete the Final Exam • Dates TBA

This syllabus is subject to change at the discretion of the instructor.

Class Policies

The more you use the computer, the more you will learn. I will do my best to help you succeed, and, in return, I expect your best effort each week.

- Staying current with class work, class projects and homework is crucial in this course.
- All weekly work must be completed by Sunday at midnight of the week they are due and submitted by uploading them through SAM/Mindtap or Blackboard unless stated otherwise.

Blackboard: Blackboard contains class materials such as PowerPoints, worksheets, media, and links for submitting assignments. Be sure to *check Blackboard often* to stay up to date on announcements, new course materials, and other important information. *All assignments must be submitted on Blackboard.*

Communication and E-mail: Students are expected to communicate in a professional manner (i.e., verbal, written, and electronic). I will send course updates and announcements through Blackboard so please *check your Goodwin e-mail account regularly*.

Late Policy

Deadlines are an integral part of all professional careers. You must manage your time and complete all coursework thoroughly and on time (e.g., quizzes, exams, papers, projects, discussion board posts). Per department policy, any work submitted to the instructor after the due date will result in a zero for that particular assignment. Late assignments or make-up exams are not permitted except when there are documented extenuating circumstances (i.e., medical and family emergencies), and the instructor has been notified 24 hours before or after the deadline. In circumstances in which the instructor permits a make-up assignments or exams, the format of the task is at the discretion of the instructor.

Technical problems are not excuses for late assignments in this class. Please back up your work in several places: your system, an external hard drive or flash drive, email the file to yourself at another email account, etc. There is nothing worse than losing your hard work to a computer crash, and such issue will not constitute a valid excuse for late work in this class. Students are expected to take the necessary steps to ensure the timeliness of their work. **Play it safe!**

Discussion Policy

In the "Discussion" areas of this course, you, as a student, can interact with your instructor and classmates to explore questions and comments related to the content of this course. Discussions will always close **Sunday, 11:59 PM Eastern Time (ET).** Discussions must be completed within the assignment timeframe, extensions will **not** be given if students are unable to complete the discussion posts within the required timeframe.

A successful student in Online Studies is one who takes an active role in the learning process. You are therefore encouraged to participate in the discussion areas to enhance your learning experience throughout each week. The discussions will be graded for:

1. **Frequency** which is the number and regularity of your contributions to the discussion question. Students are expected to post (respond) in the threaded discussion topics following the parameters below.

One original post by WEDNESDAY of the week the discussion is assigned.

- For a 1 week discussion question:
  - Reply to at least 2 more of your fellow classmates' posts by the end of the discussion is due.
  - Post on at least 3 different days.
- For a 2 week discussion question:
  - Reply to at least 5 more of your fellow classmates' posts by the end of the discussion is due.
  - Post on at least 4 different days.

2. **Quality** which is the content of your contributions to the discussion question. Examples of quality posts include:
   - Providing robust information that details the topic and engages the class;
   - Stimulating conversation by providing additional information to the discussion and elaborating on previous comments from others;
   - Sharing your own personal experiences that relate to the topic and using outside resources including providing a URL.
   - All posts are grammatically correct.

Final Exam
The Final Exam is available over the course of several days at the instructor's discretion. The instructor will announce the dates of the exam with plenty of advanced notice. It is the students' responsibility to be aware of the dates and be available to complete the exam during that period unless a different time is approved prior to the start of the exam. Students are unable to make up the final exam unless an emergency situation arises and special permission is granted by the instructor.

Academic dishonesty is a serious offense. It includes cheating on a test, submitting another student's work as your own, or self-plagiarizing. All assignments are subject to screening by academic integrity software that will quickly call attention to assignments that have been submitted in another section, copied from online sources, or are otherwise not original. I will refer any suspect circumstance to the appropriate academic representative, who will initiate the disciplinary process. The outcome may include a failing assignment grade, failing course grade, or even expulsion from the University. Please do not cheat yourself out of an opportunity to learn.

Goodwin University Policies and Services
This course adheres to all policies outlined in the Goodwin University catalog.

General academic policies of Goodwin University may be found on the University web site at and in the University catalog at
http://www.goodwin.edu/academics/catalogs.asp.

Student services information may be found on the Goodwin University website at
https://www.goodwin.edu/student-affairs/ and http://www.goodwin.edu/library/.