



**Computer Applications**  
**CAP 110 – Section: - 3 Credits**

<b>Day(s)</b>	<b>Time(s)</b>	<b>Classroom Number</b>
<b>Instructor</b>	<b>Office Hours</b>	<b>Office Location</b>
<b>Phone number</b>	<b>Email address</b>	

---

**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 Word documents, Excel spreadsheets and charts and in PowerPoint presentations. Students will also learn about the world-wide web, Internet usage, e-mail functions, the effects of social media on society, and the use of an online Learning Management System (LMS) -BlackBoard.

**Required Text:**

Townsend, K., Hain, C., Gaskin, S. & Wolf, S. M. (2011). *Skills for Success with Office 2013*. New Jersey: Prentice Hall

**Required Software:**

- Microsoft Office 2013
  - Office 2013 is available to download from your Goodwin College Office 365 account which can be accessed through your student email account. Login and installation instructions are available on Blackboard and at [www.goodwin.edu/pdfs/it/student-email-login-instructions.pdf](http://www.goodwin.edu/pdfs/it/student-email-login-instructions.pdf)
    - If you have Microsoft Office 2010 or 2007 versions you may have difficulty completing the assignments. Any lower version of Microsoft Office is not compatible with the course.
  - You are also welcome to use the computers at Goodwin College if you do not have access to a computer at home or are unable to download the required software.

- **PLEASE NOTE:** This course is PC based so students with a MAC may have some difficulties completing the assignments. If you have any questions regarding the use of a MAC in this course please contact your instructor during the first week of class.

**Course Learning Goals:**

- 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:**

- Participation/Weekly Assignments .....30%
- Quizzes.....10%
- Section Projects (Computers, Word, PowerPoint & Excel) .....40%
- Final Exam.....20%

**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.

**Assessments**

- Staying current with class work, class projects and homework is crucial in this course.
- All weekly work must be completed by the given due date and submitted by uploading them through Blackboard unless stated otherwise.
- The Final Exam must be taken during the Final Exam period unless a different time is approved.
- Academic dishonesty is a serious offense. It includes cheating on a test or submitting another student’s work as your own. I will refer any suspect circumstance immediately to the Academic Dean, who will initiate the disciplinary process. The outcome will include a failing course grade, and may include expulsion from the college. Please do not cheat yourself out of an opportunity to learn.

**Late Policy**

Late work poses a serious threat to a student's ability to keep up with the pace of this course. There are times, however, when students may fall behind due to unforeseen circumstances. As a rule, late work is unacceptable, but the instructor recognizes that sometimes emergencies prevent students from completing their work on time. **In the event that the student cannot submit his/her work on time he/she should contact the instructor immediately.** The instructor reserves the right to deduct points for the late submission.

**NOTE: Technical problems are not excuses for late assignments** in this class. Please back up your work in several places: your system, a zip 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!**

### Electronics

- In class, **cell phones, texting or other social media are strictly prohibited.** Please turn off your phone or put it on vibrate upon entering class. If you receive an emergency phone call, please leave the room to answer it.
- Computer usage is strictly related to coursework only.
- **All students are responsible for bringing a flash drive to each class.** This is the only way to ensure the integrity of your files. Neither I nor Goodwin College is in any way responsible for students lost or unsaved files. This is solely the student's responsibility. Any late assignments due to improper file saving may result in a reduction of your grade. The computers in the classroom are public computers which are cleaned out regularly by the IT department therefore students must not save files on the classroom computers in any way.

### Food/Beverages

- Food is not allowed in class to ensure the cleanliness of Goodwin's campus.
- Beverages are allowed however they must be covered when you are not drinking from it.

### Classroom Decorum

The classroom should be a safe and respectful environment for everyone. Inappropriate, disruptive and/or rude behavior will not be tolerated. If this behavior occurs, you will be asked to leave the class for the day. Some examples of inappropriate behavior include:

- Calling out another student's abilities, speed, etc. It is not acceptable to make another student feel bad because they may not be at the same skill level as you.
- Being disruptive when you arrive late. If you have to arrive late, enter the room quietly and politely. Do not make a lot of noise getting set up. Also, be prepared to catch up with the class activity on your own. I will not stop an entire class to help you because you were late.
- Leaving the room excessively. If you need to leave the room please leave and return quietly and politely.
- Printing at inappropriate times. **Please do not print when the instructor or fellow students are talking** during a class lecture or activity.

- Playing on the computer including typing when you have been asked to pay attention. When I am addressing the class, hearing students type is disrespectful because you are being inconsiderate to others.

**Attendance Policy:**

- Students are expected to attend and participation in every class. If you have to miss class, contact me as soon as possible to notify me of your absence.
- In each class you will be required to complete a class activity, this activity is included in your participation grade. **If you are unable to attend class but notify me prior to class that you will be absent, you will be able to complete the class activity for credit. If you do not notify me prior to class you will not be able to make up the class activity and will receive a 0 for that activity.**
- If you are late to class or leave early you will **not** be given extra time to complete the work that was covered in the section of the class you missed. Any missed class time will affect your grade.
- If you miss the presentation of course material **you are still responsible** for it. It is **your responsibility to catch up on anything** you may have missed as well as request any information from your instructor that you did not receive.
- Participation in every class, as well as having a positive and professional attitude, is vital to the learning process making attendance a key ingredient in your success in this class.

**Course Outline: *Outline Subject to Change at the discretion of the Instructor***

Class	Class Topic	Materials, Tutorials, & Class Activities	Homework Assignments
1	Intro to CAP110	<ul style="list-style-type: none"> <li>• Access Goodwin E-mail, SonisWeb &amp; Blackboard</li> <li>• Introduction to Blackboard &amp; Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Buy Book &amp; Flash Drive</li> <li>• Read Ch. 1 Technology Fundamentals – Concepts 1-10</li> <li>• Email Etiquette Assignment</li> <li>• Start Computer Project</li> </ul>
2	Intro to Computers	<ul style="list-style-type: none"> <li>• Review Microsoft Windows 8 &amp; Common Feature in MOS from book</li> <li>• File Management Activity*</li> </ul>	<ul style="list-style-type: none"> <li>• Operating System Discussion Question</li> <li>• Computer Quiz</li> <li>• Complete Computer Project</li> </ul>
3	Intro to Word	<ul style="list-style-type: none"> <li>• WORD Ch. 1 Letters &amp; Memos Skills 1-10</li> </ul>	<ul style="list-style-type: none"> <li>• Word Assignment*</li> <li>• Start Word Project</li> </ul>

CAP 110 (15 Weeks) Ongoing

4	Word Skills	<ul style="list-style-type: none"> <li>WORD Ch. 2 Business Report - Skills 1-10</li> </ul>	<ul style="list-style-type: none"> <li>APA Assignment</li> </ul>
5	More Word Skills	<ul style="list-style-type: none"> <li>WORD Ch.3 Create a Flyer - Skills 1-10</li> </ul>	<ul style="list-style-type: none"> <li>Word Assignment*</li> <li>Discussion Question</li> </ul>
6	Advanced Word Skills	<ul style="list-style-type: none"> <li>WORD Ch. 4 Newsletter - Skills 1-8</li> </ul>	<ul style="list-style-type: none"> <li>Newsletter Assignment</li> <li>Word Quiz</li> <li>Completer Word Project</li> </ul>
7	Intro to Excel	<ul style="list-style-type: none"> <li>EXCEL Ch. 1 Creating Workbook - Skills 1-10</li> </ul>	<ul style="list-style-type: none"> <li>Vacation Budget Assignment</li> <li>Start Excel Project</li> </ul>
8	More Excel Skills	<ul style="list-style-type: none"> <li>EXCEL Ch. 2 Summary Function - Skills 1-10</li> </ul>	<ul style="list-style-type: none"> <li>Excel Errors Assignment</li> </ul>
9	Advanced Excel Skills	<ul style="list-style-type: none"> <li>EXCEL Ch. 3 Multiple Worksheets - Skills 1-10</li> </ul>	<ul style="list-style-type: none"> <li>Health Insurance Assignment</li> </ul>
10	Mastering Excel	<ul style="list-style-type: none"> <li>Review Excel Skills</li> <li>Finish Excel Project</li> </ul>	<ul style="list-style-type: none"> <li>Excel Quiz</li> <li>Excel Assignment*</li> </ul>
11	Intro to PowerPoint	<ul style="list-style-type: none"> <li>PPT Ch. 1 Getting Started with PPT - Skills 1-14</li> </ul>	<ul style="list-style-type: none"> <li>PPT Ch. 2 Format Presentation - Skills 1-10</li> <li>Start PowerPoint Project</li> </ul>
12	PowerPoint Skills	<ul style="list-style-type: none"> <li>PPT Ch. 3 Enhance Presentation with Graphics - Skills 1-10</li> </ul>	<ul style="list-style-type: none"> <li>Places You Will Go Assignment</li> <li>Discussion Question</li> </ul>
13	Advanced PowerPoint Skills	<ul style="list-style-type: none"> <li>PPT Ch. 4 Presenting Data Using Tables - Skills 1-10</li> </ul>	<ul style="list-style-type: none"> <li>Fish Tank PPT assignment</li> <li>PowerPoint Quiz</li> <li>Complete PPT Project for presentation next class</li> </ul>
14	PowerPoint Presentation	<ul style="list-style-type: none"> <li>Final Exam Review</li> </ul>	<ul style="list-style-type: none"> <li>Study for Final Exam</li> </ul>
15	<b>Final Exam</b>		

## **Student Support Services**

### **Academic Success Center & The Math Lab**

The Academic Success Center is located in room 209 and The Math Lab is located in room 219 of the River Campus. Both centers are staffed with Peer and Professional tutors that students can see on a walk-in or appointment basis. The centers provide students with consistent support and guidance throughout the learning process and encourage students to be actively involved. This is done through one-on-one, group tutoring and Academic Skills Workshops.

Academic Success Center & Math Lab Hours:

Monday-Friday 8am-9pm

Saturday 8am-2:30pm

To make a tutoring appointment please call 860-913-2090, email [ASCStaff@goodwin.edu](mailto:ASCStaff@goodwin.edu) or walk into either center.

### **eTutoring**

Goodwin College offers eTutoring services through an agreement with the Connecticut Distance Learning Consortium (CTDLC). Students using the eTutoring platform may work with an eTutor in a live session or may submit a question or course assignment for an instructor to correct and/or provide feedback. eTutoring offers instruction, guidance and resources to help each student succeed. Specific information concerning eTutoring is located on the Academic Success Center webpage: [www.goodwin.edu/academic-success-center/](http://www.goodwin.edu/academic-success-center/)

### **Testing**

The ASC also provides testing services for those who have missed a test in their class or who have accommodations approved by the Office of AccessAbility Services. Students must talk to their teachers to test in the ASC. Students with accommodations may have their tests proctored in alternate locations. The Academic Success Center provides two testing rooms for students to make up tests that have been previously dropped off by their instructor. These rooms are located in the center.

### **Scheduling Exams:**

Students should contact the Academic Success Center to schedule an appointment in advance. Students can walk-in or call 860-913-2090 to schedule their exam. It is strongly recommended that students reserve a testing room in advance and confirm that their exam has been delivered to the center.

Students are also welcome to take their test without reserving a room; however, if both rooms are occupied or if they are scheduled to be occupied before the student would finish their test (given the time allotted by their teacher), the student will be unable to take their test and will instead be asked to make a reservation or to return when a room becomes available.

## Library Services

**Read the following paragraph or download the Hoffman Family Library APP to your phone!** The Hoffman Family Library is open seven days a week (7am-9:30pm Monday to Thursday, 7-9 Fridays, 8-4 Weekends). Librarians are on site during all open hours to help students conduct research, find valuable resources, and create citations. There are many ways to get help from a librarian: call 860-913-2042, text ASKGOOD and your question to 66746, email [GoodwinLibraryPersonnel@goodwin.edu](mailto:GoodwinLibraryPersonnel@goodwin.edu), click the "Ask a Librarian" button on the library web site, or just walk in. The campus library offers computers, Wi-Fi, group study rooms, a quiet atmosphere, and an ever-growing collection of resources. The majority of the library's resources are available online 24/7 via the web site <http://www.goodwin.edu/library>. Through the web site students can access the research databases and find helpful guides and tutorials on where to find good resources for any subject, tips on how to write great papers with proper citation and formatting, and much more.

## Counseling Services

Counseling services are free, confidential and available to currently enrolled students. Students visit counseling services for a variety of reasons, including:

- Mental Health: anxiety, depression, low self-esteem, mood disorders
- Relationships: family, friends, partner, bereavement
- Financial: medical, housing, food, employment
- Physical: poor body image, sexual orientation, gender identity, eating disorder
- Academic: lack of study skills, struggling with a learning disability or yet to be identified, challenges with a professor, not getting accepted into your career choice, low GPA

Please visit the website for further details: <http://www.goodwin.edu/counseling/>

- Also on the Counseling page you will find a tab on the left labeled "Resources" that offers many links to supports that may be helpful as well.

## Goodwin College Policies

These general academic policies of Goodwin College may be found on the college web site at <http://www.goodwin.edu/policies/>. Additional information may be found in the college catalog at <http://www.goodwin.edu/academics/catalogs>

## Academic Integrity

The Academic Integrity Policy prohibits cheating, fabrication or falsification of information, multiple submissions of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty as well as other forms of fraudulence. It is the students' responsibility to know and observe the requirements of the Goodwin College Code of Academic Integrity. The entire policy is located in the Academic Dean's Office. Academic Integrity policy may be found at [Student Handbook](#)

### **AccessAbility Services**

Students with disabilities may be eligible to receive accommodations as mandated by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students may request accommodations by contacting the AccessAbility Services Coordinator. Accommodations become effective on the date that a Letter of Accommodation is delivered to the professor. Accommodations are not retroactive. Please visit the website for further details: <http://www.goodwin.edu/AccessAbility/>

### **Establishing Attendance**

Students must establish attendance in each course for which they are registered. Faculty report attendance on Census Day which occurs on the fifteen calendar day of each semester/module and records attendance through the fourteenth calendar day. Students who have not attended and/or participated in their course by the fourteenth day of the semester or module will be withdrawn from the course.

In order to establish attendance, students must do at least one of the following, prior to Census Day:

- Student attends an on-ground class OR
- Student posts to online discussion about an academic matter OR
- Student submits an academic assignment either on-ground or online OR
- Student takes a quiz or test either on-ground or online

Please note that posting to an introductory discussion board assignment does not constitute as establishing attendance.

Students who do not establish attendance will be administratively withdrawn from the course(s) and will be listed as a No Start (NS). These courses will not be listed on the transcripts or counted as credits attempted.

For students who do not establish attendance for all/any course(s) by Census Day a refund of 100% of applicable tuition charges less applicable fees and books, less \$500 for course withdrawn will be granted.

Students receiving Title IV funds should reference the Financial Aid and Refund Policy in the catalog or on the Goodwin College website for any financial consequences related to non-attendance.

### **Online Discussion Board Policy**

Faculty members retain the right to remove posts deemed to contribute to a negative online environment.

### **Technology Policy**

Access to all computer systems, networks and electronic devices owned by Goodwin College imposes certain responsibilities and obligations to all faculty, staff and students. The college's technology policy outlines the acceptable usage for all computers and peripherals, network resources, telephones and all other electronic devices owned and maintained by Goodwin College. Users failing to adhere to this policy may face disciplinary actions by Goodwin College and/or local and federal law enforcement agencies. The complete technology policy is located on the Goodwin website [www.goodwin.edu/pdfs/policies/technology-policy.pdf](http://www.goodwin.edu/pdfs/policies/technology-policy.pdf) and in the student handbook.

**This course adheres to all policies outlined in the Goodwin College catalog. For further information, see Academic Regulations as stated in the catalog.**