



Microsoft Office Applications
HRD330
Southwestern College Professional Studies

COURSE SYLLABUS

I. Course Catalog Description

What are the Microsoft Office applications typically used by organizations? What are these applications' major capabilities and how can they work together to extend human resource capabilities for the benefit of an organization? Learners study and apply major functions and features associated with Microsoft Word, Excel, PowerPoint, Outlook, and OneNote. Learners examine how the various applications' major components and tools work together, and explore how to configure and use them effectively.

II. Required and Supplementary Instructional Materials

Vermaat, M. E. (2014). *Microsoft Office 2013: Introductory*. Boston, MA: Cengage Learning.

This course requires Microsoft Office 2013 or Microsoft Office 365 software. If you already have this software, you are set. If not, you can download it as follows:

1. To download Office Suite from your Southwestern College account, please log on to Office 365 (<http://outlook.office365.com>).
2. At the top right of the page, click on Settings (the gear icon) and Office 365 Settings.
3. Click on Software
4. Select Office
5. Follow the instructions on the screen

III. Learning Outcomes

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each course and each [undergraduate](#) and [graduate](#) program of study, as well as [institution-wide outcomes](#) related to the mission and vision of the college. Outcomes can help learners and instructors focus on the big picture of the learning experience and can help inform potential employers about a graduate's knowledge and skills.

Upon successfully completing this course, the learner will be able to:

- Identify and explain how to use the major features of Word, PowerPoint, Excel, Outlook, and OneNote in an organizational setting
- Explain the individual and joint contributions that Office applications make in support of an organization's operations and initiatives
- Use critical thinking and ethical reasoning skills

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

IV. Course Policies

Students are expected to read and abide by the course policies located in the instructor-specific syllabus in the blackboard course.

V. Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade
Class Participation	6	150	15%
Unit Assignments	11	220	22%
Unit Labs	11	275	27.5%
Exams	3	160	16%
OneNote Assignments	2	45	4.5%
Final Capstone Projects	3	150	15%
	36	1000	100%

VI. Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1	<ul style="list-style-type: none"> Word Chapter 1: pp. WD1 - WD54 Word Chapter 2: pp. WD65 - WD123 Word Chapter 3: pp. WD137 - WD189 	<ul style="list-style-type: none"> Unit 1 Class Participation Unit 1 Word Chapter 1: Adventure Flyer Unit 1 Word Chapter 1 Lab 2: Wedding Bakery Flyer Unit 1 Word Chapter 2: Biometric Devices Paper Unit 1 Word Chapter 2 Lab 2: Mobile Devices Protection Paper Unit 1 Word Chapter 3: Samaras Thank You Letter Unit 1 Word Chapter 3 Lab 2: Internship Letter
2	<ul style="list-style-type: none"> PowerPoint Chapter 1: pp. PPT1 - PPT56 PowerPoint Chapter 2: pp. PPT73 - PPT125 	<ul style="list-style-type: none"> Unit 2 Class Participation Unit 2 MS Word exam Unit 2 PowerPoint Chapter 1: Keeping Hydrated Unit 2 PowerPoint Chapter 1 Lab 2: West Nile Virus Unit 2 PowerPoint Chapter 2: Emergency Plan Unit 2 PowerPoint Chapter 2 Lab 1: Homemade Apple Pie
3	<ul style="list-style-type: none"> PowerPoint Chapter 3: pp. PPT145 – PPT192 Review: Animated Picture Effects for PowerPoint Excel Chapter 1: pp. EX1 – EX54 	<ul style="list-style-type: none"> Unit 3 Class Participation Unit 3 PowerPoint Chapter 3: Watch for Motorcycles Unit 3 PowerPoint Chapter 3 Lab 1: Kanagros and Wallabies Unit 3 MS PowerPoint Exam Unit 3 Excel Chapter 1: Bob Gleamin Budget Unit 3 Excel Chapter 1 Lab 2: CinCar Satellite
4	<ul style="list-style-type: none"> Read Excel Chapter 2: pp. EX65 - EX119 Read Excel Chapter 3: pp. EX129 – EX193 	<ul style="list-style-type: none"> Unit 4 Class Participation Unit 4 Excel Chapter 2: HyperMass Online Storage Salary Report Unit 4 Excel Chapter 2 Lab 1: HelpToday Personal Loans Report Unit 4 Excel Chapter 3: FroYoToGo Financial Projection Unit 4 Excel Chapter 3 Lab 2: Into the Woods Weekly Payroll Report Unit 4 MS Excel Exam

Unit	Reading & Preparation Activities	Graded Work Due
5	<ul style="list-style-type: none"> • Read Outlook Chapter 1: pp. OUT1 – OUT50 • Read Outlook Chapter 2: pp. OUT59 – OUT120 • View OneNote Basics video tutorials 	<ul style="list-style-type: none"> • Unit 5 Class Participation • Unit 5 Outlook Chapter 1: Dylan Complete • Unit 5 Outlook Chapter 1 Lab 2: Headphones • Unit 5 Outlook Chapter 2: Personal Calendar • Unit 5 Outlook Chapter 2 Lab 2: Social Media Calendar • Unit 5 OneNote Basics Tutorial • Unit 5 OneNote Assignment: Picnic
6	<ul style="list-style-type: none"> • Read Word Capstone Project: pp. CAP1 – CAP3 • Read PowerPoint Capstone Project: pp. CAP3 – CAP5 • Read Excel Capstone Project: pp. CAP5 – CAP7 	<ul style="list-style-type: none"> • Unit 6 Class Participation • Unit 6 Word Capstone Project: Hammonds County Dog Park • Unit 6 PowerPoint Capstone Project: Hammonds County Dog Park • Unit 6 Excel Capstone Project: Hammonds County Dog Park

VII. Other Policies and Requirements

Follow this link to the Southwestern College Professional Studies [Standard Syllabus](#) in Blackboard. You may be required to log in.