

**Course Syllabus**  
**WAYLAND BAPTIST UNIVERSITY**  
**Virtual Campus**  
**Fall 2008 (8/18/08 – 11/1/08)**  
**COSC2311VC02**

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**Course Number and Title: (COSC 2311 Computer Applications)**

**DESCRIPTION:** - Students with computer competency will learn to enhance their personal productivity and problem solving skills using knowledge work tools (spreadsheets, presentation graphics, word processing, Internet and electronic mail) expected of end users. Students will improve their skills as knowledge workers through effective and efficient use of integrated software. Information technologies will be applied to problem situations by design and use of small information systems for individuals and groups.

**PREREQUISITE:** Documented Computer Competency; transcribed course(s), passing the ACAC 0303 examination, or passing ACAC 0303. \$50 fee

**TEXTBOOK REQUIREMENTS:** Microsoft Office 2003 Introductory Concepts and Techniques, Premium Edition. Shelly/Cashman/Vermaat - 2006 – Thomson Course Technology ISBN 1-4188-5932-X (Spiral-bound) or 1-4188-5931-1 (Softcover).

**OUTCOME COMPETENCIES:**

Introduction to Computers, MS Windows XP and MS Office 2003

- Identify components of a computer
- Identify the objects on the MS Windows XP desktop
- Be able to identify keyboard shortcuts
- Be able to launch and quit an application
- Use MS Windows help
- Shut down Windows XP

MS Word 2003

- Be able to open MS-Word and be able to create and edit a MS-Word document
- Enter text into a document
- Check spelling and grammar
- Change Fonts size, color, underline and bold
- Paragraph alignment and format
- Delete and undelete
- Insert files to include clip art
- Save a document and e-mail it

MS Excel 2003

- Enter text and formulas into cells in an Excel spreadsheet
- Add a chart into a spreadsheet
- Edit the cells of a spreadsheet
- Format the cells of a spreadsheet
- Use the Auto Calculate function

- Save the spreadsheet and e-mail it
- Enter formulas and copy them to different cells
- Copy a range of cells
- Format the worksheet to include the background, font colors, box borders, and currency style
- Identify basic spreadsheet terms

MS Access 2003

- Start Access
- Create a new database
- Create tables and add records
- Create and use a simple query
- Create and use a simple form
- Create a custom report
- Identify basic database terms
- Close Access and e-mail the database

MS PowerPoint 2003

- Start PowerPoint
- Select design templates
- Enter text and objects into a slide
- Change font size and style of text
- Resize inserted objects/images
- Use the Auto layout function
- Add a header and footer to outline pages
- Add animation to the presentation
- Save a presentation and e-mail it

**COURSE REQUIREMENTS AND EVALUATION:** The following weights will determine the course grade.

<u>Requirement</u>	<u>Percentage</u>
Exam #1	10%
Exam #2	10%
Exam #3	10%
Projects and Lab Assignments	30%
Homework Assignments	30%
Participation in Discussion Board / E-mail Etiquette	10%

**\*\*\*\*\*LATE WORK POLICY\*\*\*\*\*All projects, homework assignments, and exams are due the night indicated in the course timeline unless previously coordinated with and approved by the instructor. You may turn in assignments early, however they may not be graded until their actual due date. IN THE FIRST WEEK THAT A PROJECT/ HOMEWORK/ OR EXAM IS TURNED IN LATE, IT WILL LOSE 50%. ON THE SECOND WEEK OF BEING LATE, ALL POINTS WILL BE LOST.**

**Course Grades**

- 90 – 100 = A  
 80 – 89 = B  
 70 – 79 = C

60 – 69 = D  
< 60 = F

**HARDWARE REQUIREMENTS:** A computer that is capable of meeting the minimum requirements for running MS-Windows XP and MS-Office 2003 Professional. Internet access that would allow 2 hours, of continuous connection time is needed. Here is the minimum that I would recommend.

- PC with 1 gigahertz (GHz) or higher processor clock speed recommended
- 512 megabytes (MB) of RAM or higher recommended
- 4.0 gigabyte (GB) of free hard disk space.
- Super VGA (800 × 600) or higher resolution video adapter and monitor
- Keyboard and Microsoft Mouse or compatible pointing device
- Communication device (Either Modem, Network Interface Card (NIC), or Wireless adapter

**SOFTWARE REQUIREMENTS:** MS Windows XP (Home or Business Edition) and MS Office 2003 Pro (Word, Excel, PowerPoint, Access, Outlook,). You **will** need to ensure that you have the **full** installation of Office and not the typical/default installation. Other versions of MS Office **will not** be compatible with most sections of this class.

**METHODS OF INSTRUCTION:** The students in this course will learn from a variety of instructional formats; including required readings, homework assignments, class projects, and media.

**FORMAT:** This is an online course and you are expected to have access to the Internet and possess adequate computer skills to e-mail assignments as attachments. A “Discussion Board” is available in Blackboard and should be used to exchange ideas. Each student is required to use this resource. I will monitor the Discussion Board and class participation grades will be based on participation on the Discussion Board.

**ASSIGNMENTS/PROJECTS:** A schedule of reading assignments, assignment due dates, and exams dates, are listed on Blackboard. Assigned chapters are to be read and assignments completed by midnight, Central Standard Time, on the date listed. The course is designed to run from Monday morning to midnight the following Sunday so that students will have the weekend to complete any assignments. Your grades will be posted on the Blackboard Web Site within two to three days after the **scheduled due date**. The required reading is essential to this course! It has good information and will prepare you for the exams. Homework answers will be submitted on the Blackboard site though an electronic quiz. More information will be provided in Blackboard. All work submitted must be your own.

**GENERAL STATEMENT OF REQUIREMENTS:**

In this class the student is required to complete 10 homework assignments and post the answers in Blackboard, 20 projects and e-mail them to the instructor, and 3 exams which are to be taken online through Blackboard. Each of the exams has a time limit of 1 hour. Students will also be graded on how they interact with the other students through Discussion Boards in Blackboard. They will also be graded on the use of e-mail etiquette when corresponding with the instructor.