

## SYLLABUS

1. Wayland Baptist University, Virtual Campus, School of Business
2. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.
3. Course: **COSC 2311** – VC 01, Personal Computer Applications
4. Term: Summer 2009
5. Instructor: Dr Deborah Pineau
6. Office Phone and email: pineaud@wbu.edu
7. Office Hours, Building, and Location: I can be reached at [dpineau@wf.net](mailto:dpineau@wf.net), [pineaud@wbu.edu](mailto:pineaud@wbu.edu), or by phone Mon – Fri after 5 p.m. and any time on Sat and Sun. My phone number will be in the Welcome Letter sent at the beginning of the semester.
8. Class Meeting Time and Location: There are no set class meetings. Students are expected to complete assigned work found on the syllabus at the times specified.
9. Catalog 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. Students who possess the requisite skills may opt to take a challenge examination administered by the Division of Business. If a satisfactory score, 75% or better, is received on the examination, the student may substitute an elective in place of the COSC 2311 requirements in the degree plan. Cost of the examination is \$20. This is not an advanced placement test and no academic credit will be awarded. Students who want credit for the course may take a different exam, pay 1/3 tuition and score 80% or better. Students who fail the exam or choose not to attempt the examination must enroll in and pass COSC 2311 as part of the academic foundations of the baccalaureate degree plan unless an approved computer course has been taken. Fee \$50.
10. Prerequisites: Documented computer competency: transcribed course(s), passing the ACAC 0303 examination, or passing ACAC 0303.
11. Required Textbook and Resources:

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>REVIEW</b>
<a href="#"><u>Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition</u></a>	Shelly, Cashman, Vermaat		2007	Cengage Learning	1418843288	Spring 09

12. Optional Materials:
13. Course Outcome Competencies:

### Introduction to Windows XP Professional and Office 2007

- Identify the objects on the MS Windows XP desktop
- Perform the basic mouse operations
- Keyboard shortcuts
- How to launch and quit an application
- Use windows XP help
- Shut down XP

#### MS Word 2007

- Start Word
- Create and edit a MS Word 2003 document
- Enter text into a document
- Check spelling and grammar
- Change Fonts size, color, underline and bold
- Paragraph alignment and format

#### MS Excel 2007

- Create and edit an Excel worksheet with an embedded chart as shown in the text
- Use formulas to complete an Excel worksheet as shown in the text
- Use the functions MAX, MIN, and AVERAGE in an Excel worksheet as shown in the text
- Use What-If Analysis to complete large worksheets as shown in the text
- Format cells as shown in the text

#### MS Access 2007

- Create and use a database as shown in the text
- Query a database using the select query window as shown in the text
- Maintain a database by adding, changing, and deleting records as shown in the text

#### MS Powerpoint 2007

- Use a design template to create a presentation as shown in the text
- Use outline tab and clip art to create a slide show as shown in the text

#### MS Outlook 2007

- Flag and sort e-mail messages as shown in the text
- Manage contact list as shown in the text

#### MS Integration 2007

- Create a Web site as shown in the text
- Add hyperlinks to a Word document as shown in the text
- Embed an Excel chart into a Word document as shown in the text

14. Attendance Requirements: There are no regularly scheduled meetings for this class. Rather, student participation will be considered as attendance. Students enrolled in this class should make every effort to submit homework and labs on time. Due dates for each assignment are listed on the syllabus. All non-participation in course activities will be explained to the instructor. Any student who misses 25% or more of the scheduled assignments will receive an unsatisfactory progress report which will be filed with the campus dean. Missing 25% or more of the scheduled assignments will result in a grade of F in the course.

Student/Instructor interaction will take the forms of correspondence via E-Mail. Students will forward their E-mail address to the instructor within the first week of the schedule for the course and ensure that Virtual Campus has the most current E-mail address. Obtaining an E-mail address is the responsibility of the student.

15. Disability Statement: "It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university."

16. Course Requirements and Grading Criteria: There are no regularly scheduled meetings for this class. Rather, student participation will be considered as attendance. Students enrolled in this class should make every effort to submit homework and labs on time. Due dates for each assignment are listed on the syllabus. All non-participation in course activities will be explained to the instructor. Any student who misses 25% or more of the scheduled assignments will receive an unsatisfactory progress report which will be filed with the campus dean. Missing 25% or more of the scheduled assignments will result in a grade of F in the course.

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17. Tentative Schedule: (Calendar, Topics, Assignments)

**COURSE CALENDAR FOR  
COS 2311 Computer Applications  
Summer Semester 2009**

**Assignment and Instructions**

Week 1 Course Initialization

- Review all associated pages on Virtual Campus
- Obtain E-mail address and forward to instructor
- Read Intro to Computers – Chapter 1
  - Complete T/F & M/C Homework Questions found on BB\*
- Read Microsoft Windows XP & Office 2007 – Chapter 2
  - Complete T/F & M/C Homework Questions found on BB\*

Week 2 Read Word 2007 – Chapter 1

- Complete T/F & M/C Homework Questions found on BB\*
- Complete In the Lab\*
- Complete Cases and Places\*
- Read Word 2007 – Chapter 2
  - Complete T/F & M/C Homework Questions found on BB\*
  - Complete In the Lab\*

Week 3 Read Word 2007 – Chapter 3

- Complete T/F & M/C Homework Questions found on BB\*
- Complete In the Lab\*
- Complete In the Lab\*
- Read: Creating Web Pages

Week 4

- \*\*\*Take Test 1\*\*\***
- Read Excel 2007 – Chapter 1
  - Complete T/F & M/C Homework Questions found on BB\*
  - Complete Apply Your Knowledge\*

Week 5 Read Excel 2007 – Chapter 2

- Complete T/F & M/C Homework Questions found on BB\*
- Complete Apply Your Knowledge\*
- Read Excel 2007 – Chapter 3
  - Complete T/F & M/C Homework Questions found on BB\*
  - Complete Cases and Places\*

Read Creating Static and Dynamic Web Pages

Week 6 **\*\*\*Take Test 2\*\*\***

- Read Access 2007 – Chapter 1
  - Complete T/F & M/C Homework Questions found on BB\*
  - Complete Apply Your Knowledge\*

Week 7 Read Access 2007 – Chapter 2

- Complete T/F & M/C Homework Questions found on BB\*

Complete Apply Your Knowledge\*

Read Access 2007 – Chapter 3

Complete T/F & M/C Homework Questions found on BB\*

Complete Apply Your Knowledge\*

Week 8 \*\*\***Take Test 3**\*\*\*

Read PowerPoint 2007 – Chapter 1

Complete T/F & M/C Homework Questions found on BB\*

Complete In the Lab \*

Week 9 Read PowerPoint 2007 – Chapter 2

Complete T/F & M/C Homework Questions found on BB\*

Complete Cases and Places\*

Read Creating a Presentation on the Web Using PowerPoint

Read Outlook 2007

Complete T/F & M/C Homework Questions found on BB\*

Complete Apply Your Knowledge\*

Week 10

Read Integration Office 2007 Applications

Complete T/F & M/C Homework Questions found on BB\*

Complete In the Lab \*

Week 11

\*\*\***Take Test 4 by this date**\*\*\*

**Accomplish COSC Assessment of Learning Outcomes**

**(This assessment is not graded but is required for completion of the course.)**

**Accomplish Course Evaluation**

Note: An asterisk (\*) after an assignment indicates a graded activity.

18. Additional information as desired by the faculty member.

### **ACADEMIC HONESTY:**

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.)

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanctions to any student involved. Penalties that may be applied to individual cases of academic dishonesty include one or more of the following:

1. Written reprimand.
2. Requirement to redo work in question.
3. Requirement to submit additional work.
4. Lowering of grade on work in question.
5. Assigning the grade of F to work in question.
6. Assigning the grade of F for course.
7. Recommendation for more severe punishment. (See Student Handbook for further information).

The faculty member involved will file a record of the offense and the punishment imposed with the division chair and the Vice President for Academic Services/Graduate Studies. The Vice President for Academic

Services/Graduate Studies will maintain records of all cases of academic dishonesty reported for not more than two years.

**UNDERGRADUATE POLICIES, PROCEDURES, AND PROGRAMS 80**

Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. The appeals procedure will be the same as that specified for student grade appeals see page 84. (See, Student Handbook for further information.)