

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** – 005, Personal Computer Applications
4. Term: Summer
5. Instructor: Mr. Shannon Newsome, MSM
6. Office Phone and email: profnewsome@gmail.com
7. Office Hours, Building, and Location: Wed and Sat 8:00 pm – 9:00 pm Central—Online via Pronto
8. Class Meeting Time and Location: Online
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:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
Microsoft Office 2007: Introductory Concepts and Techniques	Shelly, Cashman, Vermaat	Windows XP Edition	2008	Cengage Learning	9781418843281	Spring 09

12. Other Requirements:
 - Hardware:
 - A computer that is capable of meeting the minimum requirements for running MS-Windows XP and MS-Office 2007 Professional. Internet access that would allow 2 hours, of continuous connection time is needed.
 - Software:
 - MS Office 2007 Professional (Word, Excel, PowerPoint, Access, Outlook,). You will need to ensure that you have the full installation of Office and not the typical/default installation. This course is based on Microsoft Windows XP and Microsoft Office 2007 Professional. If you do not have Microsoft Office 2007 Professional installed on your computer, you will not be able to accomplish the work required of this course. It is the student's responsibility to acquire this software before the class begins.
 - Students will be expected to install Wimba Pronto on their computers during the first week of class. Information will be given to students upon login to the course.
13. Course Outcome Competencies:

- Introduction to Windows Vista
 - Identify the objects on the MS Windows XP desktop
 - Perform the basic mouse operations
 - Keyboard shortcuts
 - How to launch and quit an application
 - How to work with folders
 - File Management
 - Use windows XP help
 - Shut down XP
- MS Word 2007
 - Start Word
 - Create and edit a MS Word 2007 document
 - Enter text into a document
 - Check spelling and grammar
 - Change Fonts size, color, underline and bold
 - Paragraph alignment and format
- MS Excel 2007
 - 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 2007
 - 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 2007
 - 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 to current interest in business

14. Attendance Requirements:

- Students will be required to complete 10 Discussion Board assignments to be submitted through Blackboard. Each Discussion Board assignment requires at least 250 words for the primary post and two responses to other student posts consisting of at least 100 words each. Students will also be required to submit 10 projects and 5 exams through Blackboard. Students will be graded on how they interact with the other students through Discussion Boards and the use of email netiquette when corresponding with the instructor.

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:

Gradebook											
Week #	1	2	3	4	5	6	7	8	9	10	Total
Discussion	50	50	50	50	50	50	50	50	50	50	500
Project	25	25	25	25	25	25	25	25	25	25	250
Quiz		50		50		50		50		50	250
Total											1000

Grading Scale			
Total Points	Letter Grade	Percentage	Grade Point
930-1000	A	93-100%	4.0
900-929	A-	90-92%	3.7
870-899	B+	87-89%	3.3
830-869	B	83-86%	3.0
800-829	B-	80-82%	2.7
770-799	C+	77-79%	2.3
730-769	C	73-76%	2.0
700-729	C-	70-72%	1.7
670-699	D+	67-69%	1.3
600-669	D	60-66%	1.0
000-599	F	0-59%	0.0

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

Unit	Due Date	Assignment
Unit 1 - Introduction & Outlook <i>(all deliverables other than discussion board postings are due at the end of each unit)</i>	Week 1	Discussion Board #1
		Read: Introduction to Computers & Windows XP WIN 1 - WIN 72
	Week 2	Quiz: Computers and XP
		Discussion Board #2
		Read: Outlook Chapter 1 Project: Outlook Project
Unit 2 - Word	Week 3	Discussion Board #3
		Read: Word Chapters 1 & 2
		Project: Word #1
	Week 4	Discussion Board #4
		Read: Word Chapter 3
		Project: Word #2 Quiz: Word

Unit 3 - Excel	Week 5	Discussion Board #5
		Read: Excel Chapters 1 & 2
		Project: Excel #1
	Week 6	Discussion Board #6
		Read: Excel Chapter 3
		Project: Excel #2
		Quiz: Excel
Unit 4 - Access	Week 7	Discussion Board #7
		Read: Access Chapters 1 & 2
		Project: Access #1
	Week 8	Discussion Board #8
		Read: Access Chapter 3
		Project: Access #2
		Quiz: Access
Unit 5 - PowerPoint	Week 9	Discussion Board #9
		Read: PowerPoint Chapter 1
		Project: PowerPoint #1
	Week 10	Discussion Board #10
		Read: PowerPoint Chapter 2
		Project: PowerPoint #2
		Quiz: PowerPoint
	Week 11	Overall competency exam

18. 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.**

Because of the time sensitive nature of Discussion Board postings, there will be no late work accepted for Discussion Board assignments. Please note that Primary Discussion Board postings shall be submitted earlier than response postings so that other students may interact.

19. Assignments/Projects:

- A schedule of reading assignments, assignment due dates, and exams dates, is 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 Sunday morning to midnight the following Saturday.
- 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 and projects. More information will be provided in Blackboard. All work submitted must be your own.
- Methods of Instruction: The students in this course will learn from a variety of instructional formats; including required readings, homework assignments, class projects, and various media types.
- 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.