

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** – VC01, Personal Computer Applications
4. Term: Winter
5. Instructor: Dr. Deborah M. Pineau
6. Office Phone and email: NA/dpineau@wf.net
7. Office Hours, Building, and Location: Online Course—Students may reach me at home after 5 p.m.
8. Class Meeting Time and Location: Online Course
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
<u>Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition</u>	Shelly, Cashman, Vermaat	XP	2008	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 2007 document
 - Enter text into a document

- Check spelling and grammar
- Change Fonts size, color, underline and bold
- Paragraph alignment and format

Excel

- Create, edit, format, enter tables, print, and save a resume and cover letter as shown in the text
- 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

Access

- 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

PowerPoint

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

Outlook

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

Integration

- 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:

Student achievement of the above competencies will be assessed through chapter homework, chapter labs, and exams.

Homework: Chapter homework assignments are listed on the syllabus. Chapter questions will be found on BlackBoard. The assignments consist of True-False and Multiple Choice questions. Check the schedule for the assignment and the due dates. Assignments are due by 5PM CST on the dates listed in the schedule. They will be considered late, and reduced in grade after that point.

Labs: As students progress through the chapters, they are given the opportunity to try new information by completing the chapter tutorials. These tutorials allow the student to practice the skills and information which are presented in the chapters. The labs will allow the student to demonstrate the knowledge that has been gained through the tutorial and written text material. To complete each lab, the student will use the skills learned throughout the chapter.

Submission of the labs will be accomplished through E-mail as an attachment or through BlackBoard digital dropbox or messages. The assignment will be created in the application format appropriate to the task. No other format will be acceptable. Integrity of the document and its transmission will be solely the responsibility of the student.

Exams: There are four (non-comprehensive) exams in this course. At the completion of each specified section of the textbook, students will report to the Wayland Center where class registration took place. For security reason, students will bring identification to the test site where tests will be taken in-person. It is the student's responsibility to schedule dates and times for testing. You may take the tests at any time but each must be completed no later than its corresponding date listed in the schedule. If sufficient computer resources are available at your WBU center, they may be taken using the on-line version with immediate grading. However, they must still be proctored.

Virtual Campus now requires a statement from proctors external to the Wayland system. Statements must be on letterhead, should include the affiliation with the student, and contact information for the proctor. Information on proctors will be posted in the Announcements on BlackBoard at the beginning of the class.

Exams are closed-book and will consist of 50 questions. They will be a mixture of True-False and Multiple Choice questions--25 of each type. Exam contents are taken from the reading and hands-on material covered in the course required text. Your grade will be posted on BlackBoard in your gradebook. In regard to exams, I will only be counting the highest 3 of your 4 exam grades. Therefore, if you feel that after having taken 3 exams, your grade on the 4th one will be the same or lower than the lowest you already have, there is no need to take the last exam. You **MUST** take at least 3 exams (any three). If you only take 2, then the third one counted will be a zero. The 4th exam, in other words, can only help you. However, if time pressures at the end of the term are important, you have the option of not taking the 4th test if you feel your exam average is significant enough with the first three.

NUMERIC COURSE GRADE (out of 100 %)

Examinations: 60% of final grade (highest 3 tests)

Test 1 - First 5 projects (Intro, WinXP, and Word)

Test 2 - 3 Excel projects

Test 3 - 3 Access projects

Test 4 - 2 PowerPoint projects, Outlook, and Integration

Weekly Lab Assignments - 20% of final grade

Weekly Homework Assignments - 20% of final grade

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

COURSE CALENDAR FOR COSC 2311 Computer Applications Winter Semester 2008

Assignment and Instructions

Week 1 Course Initialization

Review all associated pages on Virtual Campus

Obtain E-mail address and forward to instructor

Read Essential Introduction to Computers

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

Read Microsoft Windows XP & Office 2007 – Chapter 1

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

Week 2 Read Word 2003 – Word Chapter 1

Complete T/F & M/C Homework Questions found on BB*
Complete In the Lab*
Complete Cases and Places*

Read Word 2003 – Word Chapter 2

Complete T/F & M/C Homework Questions found on BB*
Complete In the Lab*

Week 3 Read Word 2003 – Word 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 2003 – Excel Chapter 1

Complete T/F & M/C Homework Questions found on BB*
Complete Apply Your Knowledge*

Week 5 Read Excel 2003 – Excel Chapter 2

Complete T/F & M/C Homework Questions found on BB*
Complete Apply Your Knowledge*

Read Excel 2003 – Excel Chapter 3

Complete T/F & M/C Homework Questions found on BB*
Complete Cases and Places*

Read Creating Web Pages Using Excel

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

Read Access 2003 – Access Chapter 1

Complete T/F & M/C Homework Questions found on BB*
Complete Apply Your Knowledge*

Week 7 Read Access 2003 – Access Chapter 2

Complete T/F & M/C Homework Questions found on BB*
Complete Apply Your Knowledge*

Read Access 2003 – Access Chapter 3

Complete T/F & M/C Homework Questions found on BB*
Complete Apply Your Knowledge*

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

Read PowerPoint 2003 – Chapter 1

Complete T/F & M/C Homework Questions found on BB*
Complete In the Lab *

Week 9 Read PowerPoint 2003 –Chapter 2

Complete T/F & M/C Homework Questions found on BB*
Complete Cases and Places*

Read Creating Web Pages Using PowerPoint

Read Outlook 2003

Complete T/F & M/C Homework Questions found on BB*
Complete Apply Your Knowledge*

Week 10 Read Integration Office 2003 Applications
 Complete T/F & M/C Homework Questions found on BB*
 Complete In the Lab *

Week 11 *****Take Test 4 by this date*****
 Accomplish Course Evaluation

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

18. Additional information as desired by the faculty member.