



**School of Business**

**Virtual Campus – Winter 2008**

**Nov. 10, 2008 – Feb. 14, 2009**

*Mission: 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.*

**Course: COSC 2311 – VC04, Computer Applications**

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**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.

**Prerequisites:** Documented computer competency: transcribed course(s), passing the ACAC 0303 examination, or passing ACAC 0303.

**Course Requirements:**

Textbook - Microsoft Office 2007: Introductory Concepts and Techniques, Windows Vista, 1<sup>st</sup> Edition. Shelly, Cashman, Vermaat, 2007, Cengage Learning, ISBN# 1423912284, Spring 2009 Review

## **Course Outcome Competencies:**

### Introduction to Windows Vista

- Identify the objects on the MS Windows Vista desktop
- Perform the basic mouse operations
- Keyboard shortcuts
- How to launch and quit an application
- How to work with folders
- File Management
- Use windows Vista help
- Shut down Vista

### 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

**Attendance Requirements:** Log into Blackboard at least 2 times a week and review announcements.

**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."

**Course Requirements and Grading Criteria:** The following weights will determine the course grade.

<b>REQUIREMENTS</b>	<b>PERCENTAGE</b>
EXAM 1	10%
EXAM 2	10
EXAM 3	10%
PROJECTS AND LAB ASSIGNMENTS	30%
HOMEWORK ASSIGNMENTS	30%
PARTICIPATION IN DISCUSSION BOARD / EMAIL ETTIQUETTE	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 Vista and MS-Office 2007 Professional. Internet access that would allow 2 hours, of continuous connection time is needed.

**SOFTWARE REQUIREMENTS:** MS Windows Vista (Any Edition) and 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. Other versions of MS Office **will not** be compatible with most sections of this class. **It is the student's responsibility to acquire this software before the class begins.**

***This course is based on Microsoft Windows Vista 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. In addition, the Windows Vista Operating System is **not** mandatory, however you will find some differences between WinXP and the Chapters directed at the Windows Vista Operating System. You may use WinXP, but **expect several differences.**

**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 through 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.

<b>DUE DATE</b>	<b>ASSIGNMENT</b>
<b>11/16/08</b>	Login to Blackboard Read Syllabus Send Student Info as per the Welcome Announcement Read Introduction to Computers Read Microsoft Windows VISTA & Office 2007 Complete the Introduction Discussion Board question
<b>11/23/08</b>	Read Introduction to Computers and complete the assigned Project (Project #1) Read Introduction to Windows VISTA and Office 2007 Complete the assigned Project (Project #2) Complete Homework #1 and #2 Complete the Viruses/ADWare/Spyware Discussion Board question
<b>12/7/08</b>	Read and complete Word Project 1 (Project #3) Read and complete Word Project 2 (Project #4) Complete Homework #3 and #4 Complete the Firewalls Discussion Board question
<b>12/8/08 - 12/14/08</b>	EXAM #1 - Taken online
<b>12/21/08</b>	Read and complete Excel Project 1 (Project #5) Read and complete Excel Project 2 (Project #6) Complete Homework # 5 and # 6 Complete the Internet Search Sites Discussion Board question
<b>01/18/09</b>	Read and complete Access Project 1 (Project #7) Complete Homework # 7
<b>01/19/09 - 01/25/09</b>	EXAM #2 - Taken online
<b>02/1/09</b>	Read and complete PowerPoint Project 1 (Project #8) Read and complete PowerPoint Project 2 (Project #9) Complete Homework # 8 and # 9
<b>02/8/09</b>	Complete Outlook Project (Project #10) Complete Homework # 10
<b>02/7/09 - 02/13/09</b>	EXAM #3 - Taken online