

SYLLABUS

1. Wayland Baptist University, Phoenix 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** – PX 01 Advanced Personal Computer Applications
4. Term: Summer 2009 –**YOU MUST LOGIN TO BLACKBOARD AND COMPLETE THE FIRST ASSIGNMENT BEFORE THE CLASS MEETS ON JUNE 9TH. SEE #18 BELOW.**
5. Instructor: Dr. Mary F. Maloney
6. Office Phone and email: 602-271-1011; marymaloney@cox.net - home phone 623-546-0889
7. Office Hours, Building, and Location Monday and Friday CPC 1:00 – 5:00
8. Class Meeting Time and Location: Fridays 5:30 to 9:40 and Saturdays 8:00 to 5:00 **JUNE 5 & 6 and JUNE 26 & 27**
9. Catalog Description: **COSC 2311. Computer Applications** - 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 School 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..
10. Prerequisites: COSC 2311
11. Required Textbook and Resources: Documented Computer Competency; transcribed course(s), passing the ACAC 0303 examination, or passing ACAC 0303.

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
Microsoft Office 2007: Advanced Concepts and Techniques	Shelly, Cashman & Vermaat	8 th	2008	Cengage Learning	978-1-4239-2713-3	Spring 09

12. Optional Materials:
13. Course Outcome Competencies:

Learn the fundamentals of Microsoft Office 2000 and demonstrate proficiency in using Word 2007,

Excel 2007, Access 2007, and PowerPoint 2007.

14. Attendance Requirements: "Students enrolled at one of the University's external campuses should make every effort to attend all class meetings. **All absences must be explained to the instructor, who will then determine whether the omitted work may be made up.** When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus dean. Any student who misses 25% or more of the regular scheduled class meeting will receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy." **Therefore any student who misses more than one morning, afternoon, or evening session will be subject to the penalties of this policy.**

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:

Quizzes:	Quizzes on blackboard under assignments. NO LATE QUIZZES WILL BE ACCEPTED.	40%
Assignments:	Posted on Blackboard under assignments. NO LATE ASSIGNMENTS WILL BE ACCEPTED	60%

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

June 5 & 6	Introduction Word Chapters 1, 2, and 3 and Power Point chapter 1
June 26 & 27	Power Point Chapter 2 and Excel chapters 1, 2, and 3
Throughout the semester	SEE THE ASSIGNMENT SCHEDULE UNDER SYLLABUS IN BLACKBOARD

All exams are online. Print out the exam, it can be found under lecture notes. take it with paper and then go to ASSIGNMENTS and take the exam on line.

All submissions are on Blackboard. Do NOT save your file as directed in the text.

SAVE your FILE AS NOTED IN UNDER ASSIGNMENTS. ABSOLUTELY, POSITIVELY NO LATE ASSIGNMENTS. IF ASSIGNMENTS AND / OR EXAMS ARE NOT SUBMITTED ON TIME, A GRADE OF ZERO WILL RESULT. - NO EXCEPTIONS / EXCUSES / MAKEUPS.

Do not print the documents when the assignment says print, instead save the document as noted below and submit it on the digital Blackboard.

18. Additional information as desired by the faculty member.

I do not accept late assignments nor can quizzes be taken after the due date. **Failure to submit assignments and/or take quizzes after the due date will result in a ZERO for that assignment/quiz.**