

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 Computer Applications
4. Term: Winter 2009
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 & Friday – CPC 1:00 to 5:30
8. Class Meeting Time and Location: Saturdays - 8 AM to 4 PM **Nov 21, December 19, January 30**
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>Go! With Microsoft Office 2007</u>	Gaskin, Ferrett, Vargas, Mclellan	3rd	2007	Prentice Hall	0-135109949 Bundle	Spring 11

12. Optional Materials:
13. Course Outcome Competencies:

Introduction to Windows Professional and Office 2007

- Identify the objects on the MS Windows desktop
- Perform the basic mouse operations
- Identify keyboard shortcuts
- Learn to launch and quit applications
- Learn to use the Windows help system
- Learn to properly shut down Windows

MS Word 2007

- Start Word
- Create and edit a MS Word 2007 document

- Enter text into a document
- Check spelling and grammar
- Change font, size, color, underline and bold
- Format and align paragraphs
- Delete and undelete text and graphics
- Insert files, clip art
- Save a document
- Print a document
- Enter reference citations in APA and MLA styles

MS Excel 2007

- Develop formulas
- Develop functions
- Manipulate formatting
- Manage multiple print formats
- Build appropriate charts and graphs to enhance data comprehension
- Manage workbooks with multiple spreadsheets

MS PowerPoint 2007

- Build a presentation using a design template
- Build a presentation without using a template
- Learn how to create an effective presentation
- Enhance a presentation using transitions and animations
- Add graphics and multimedia elements to a presentation
- Save a presentation to make it portable
- Create, save and present a PowerPoint presentation with appropriate handouts

14. Attendance Requirements:

15. Disability Statement: “In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.”

16. Course Requirements and Grading Criteria:

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

Week beginning	Topics	Week beginning	Topics
Nov 9	Chapter 5	Dec 21 – Jan 3	Christmas Break
Nov 16	Chapter 6	Jan 4	Chapter 15-16
Nov 23	Chapter 7	Jan 11	Chapter 17
Nov 30	Chapter 8	Jan 18	Chapter 19
December 5	Class Meeting	Jan 25	Chapter 20-21
Dec 7	Chapter 9	January 30	Class Meeting
Dec 14	Chapter 10	Feb 1	Chapter 22
December 19	Class Meeting		

18. **ASSIGNMENTS: SEE SEPARATE SHEET**