



**WAYLAND BAPTIST UNIVERSITY  
VIRTUAL CAMPUS  
SCHOOL OF BUSINESS**

**SYLLABUS**

1. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.
2. Course: **COSC 2311** – VC02, Computer Applications
3. Term: Spring 2014
4. Instructor: Mr. Richard A. Warren
5. Office Phone and Wayland Email Address:  
[cosc2311@gmail.com](mailto:cosc2311@gmail.com)  
[Richard.warren@wayland.wbu.edu](mailto:Richard.warren@wayland.wbu.edu)  
Phone number posted on Blackboard course, “Do This First” page.
6. Office Hours, Building, and Location: I can be reached by phone Mon-Fri after 5 p.m. CST at the phone number posted in the “Do This First” information page on this Blackboard course.
7. Class Meeting Time and Location: There are no set class meetings. Students are required to complete assigned work found on the syllabus at the time specified and must contact instructor via e-mail at least once per week for attendance purposes.
8. Catalog Description: Enhanced personal productivity and problem solving skills using knowledge work tools (spreadsheets, presentation graphics, word processing, data-base management, Internet, and electronic mail); use of integrated software; design and use of small information systems for individuals and groups. Examinations available for demonstrated competency – waiver of requirement examination, \$30; for credit examination (advanced standing), 1/3 campus tuition. Neither examination requires a proctor and neither examination is appealable. Failure of either exam requires the student to take and pass COSC 2311.
9. Prerequisites: None
10. Required Textbook and Resources:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<a href="#">Office 2013 Suite</a>	MOAC	1st.	2013	Wiley	9781118741344	10/14/13

11. Optional Materials:  
USB Flash Drive – 4 Gigabytes minimum
12. Course Outcome Competencies:  
Introduction
  - Identify the objects on the Graphical User Interface
  - Perform the basic mouse operations

- Identify keyboard shortcuts
- Learn to launch and quit applications
- Learn to use the help system
- Learn to properly shut down the computer

#### Word Processing

- Create and edit 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

#### Spread Sheets

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

#### Graphical Presentation

- 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 Graphical presentation with appropriate handouts

#### Database

- Create new databases
- Create tables, queries, forms, and reports
- Join tables
- Import data from other applications

#### Internet, E-mail, and Calendars

- Create e-mail account in Outlook
- Create and send e-mail messages in Outlook
- Managing incoming e-mail messages
- Forwarding and replying
- Change message formats
- Spelling and grammar check
- Attach files to e-mail messages

13. Attendance Requirements: There are no regularly scheduled meetings for this class. Rather, student participation will be considered as attendance. Students enrolled in this class must make every effort to submit homework and labs on time. Due dates for each assignment is listed on the Blackboard Assignment page. Projected due date 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” for the course. Attendance is accomplished by submitting an email to your instructor at least once per week and completing Discussion Forum Questions. Attendance will be recorded.

Student/Instructor interaction will take the forms of a minimum of once weekly correspondence via E-Mail. Students will forward their E-mail address to the instructor within the first week of the semester 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. You should already have your Wayland Baptist University e-mail account activated.

14. 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.”
15. Course Requirements and Grading Criteria:

NUMERIC COURSE GRADE (out of 100 %)

Examinations (2)-----60%

Chapter/Lab Projects-----20%

Chapter Quizzes-----20%

LETTER GRADE DETERMINATION:

The following table will be used in converting your numeric grade into an official letter grade for the course:

90	100	=	A
80	89	=	B
70	79	=	C
60	69	=	D
0	59	=	F

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

### **Weekly Assignment Schedule**

#### **Week One**

Complete the Do This First Page

Read: Getting Started with Windows 8

Read: Navigating and Customizing the Start Screen

Read: Working with Desktop Apps

\* Complete Quiz Questions found on BB

#### **Week Two**

Read Using Files and Folders

Read Customizing and Securing Windows 8

Read Surfing the Web –

Read Sharing Content –

\* Complete the Quiz Questions

<p style="text-align: center;"><b>SPRING BREAK MARCH 10 THROUGH MARCH 14</b> <b>NO ASSIGNMENTS THIS WEEK</b></p>
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Week Three

- Read: Getting started with Microsoft Word 2013 Jumpstart
  - \* Complete project 1-5, save as directed and submit through BB for Grading
- Read: Getting Started with Word 2013
  - \* Complete project 2-5, save as directed and submit through BB for Grading
- Read: Beginning Text and Layout Operations
  - \* Complete project 3-5, save as directed and submit through BB for Grading
  - \* Complete Quiz Questions found on BB

Week Four

- Read: Structuring Complex Documents
  - \* Complete project 4-5, save as directed and submit through BB for Grading
- Read: Working with Tables
  - \* Complete project 5-5, save as directed and submit through BB for Grading
- Read: Beyond Word: Linking and Collaborating
  - \* Complete project 6-5, save as directed and submit through BB for Grading
- Read: Creating Mail Merges
  - \* Complete project 7-5, save as directed and submit through BB for Grading
- Read: Blogging in Word
  - \* Complete Quiz Questions found on BB

Week Five

- \*\*\*\*\* Take Midterm Exam on Blackboard \*\*\*\*\*
- Covers ( Window8, Web, Files and Folders, & Word)
- Read: Getting Started with Excel 2013
  - \* Complete project 1-4, save as directed and submit through BB for Grading
- Read: Creating a Worksheet in Excel
  - \* Complete project 2-5, save as directed and submit through BB for Grading
  - \* Complete Quiz Questions found on BB

Week Six

- Read: Formatting a Worksheet
  - \* Complete project 3-5, save as directed and submit through BB for Grading
- Read: Using Formulas in Excel 2013
  - \* Complete project 4-5, save as directed and submit through BB for Grading
  - \* Complete Quiz Questions found on BB

Week Seven

- Read: Working with Charts
  - \* Complete project 5-5, save as directed and submit through BB for Grading
- Read: Working with Data
  - \* Complete project 6-5, save as directed and submit through BB for Grading
- Read: Working with Templates
  - \* Complete project 7-5, save as directed and submit through BB for Grading.
  - Provide the passwords used in this assignment.
- Read: Advanced Data Analysis

- \* Complete project 8-5, save as directed and submit through BB for Grading
- \* Complete Quiz Questions found on BB

#### Week Eight

Read: Microsoft PowerPoint 2013 Jumpstart

- \* Complete projects 1-5, save as directed and submit through BB for Grading

Read: Getting Started with PowerPoint 2013

- \* Complete projects 2-5, save as directed and submit through BB for Grading

Read: Designing a Presentation

- \* Complete projects 3-5, save as directed and submit through BB for Grading
- \* Complete Quiz Questions found on BB

#### Week Nine

Read: Working with Charts, and SmartArt

- \* Complete projects 4-5, save as directed and submit through BB for Grading

Read: Adding Graphics and Multimedia to your Presentation

- \* Complete projects 5-5, save as directed and submit through BB for Grading

Read: Delivering a Presentation

- \* Complete projects 6-5, save as directed and submit through BB for Grading
- \* Complete Quiz Questions found on BB

#### Week Ten

Read: Introduction to Microsoft Access 2013

- \* Complete Projects 1-5 save as directed and submit through BB for grading

Read: Getting Started with Microsoft Access 2013

- \* Complete Projects 2-5 – save as directed and submit through BB for grading
- \* Complete Quiz Questions found on BB

Also – Complete the Assessment of Learner Outcomes: The assessment does not count toward your final grade. You must complete prior to completing the Final Exam.

#### Week Eleven

Final Exam - Covers Excel, PowerPoint and Access

#### 17. Additional information:

##### **ACADEMIC HONESTY:**

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.)

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanctions to any student involved. The penalties which may be applied to individual cases of academic dishonesty include one or more of the following:

1. Written reprimand.
2. Requirement to redo work in question.
3. Requirement to submit additional work.
4. Lowering of grade on work in question.
5. Assigning the grade of F to work in question.
6. Assigning the grade of F for course.
7. Recommendation for more severe punishment. (See Student Handbook for further information).

The faculty member involved will file a record of the offense and the punishment imposed with the division chair and the Vice President for Academic Services/Graduate Studies. The Vice President for Academic Services/Graduate Studies will maintain records of all cases of academic dishonesty reported for not more than two years.

#### **UNDERGRADUATE POLICIES, PROCEDURES, AND PROGRAMS 80**

Any student who is penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. The appeals procedure will be the same as that specified for student grade appeals see page 84. (See, Student Handbook for further information.)