

**WAYLAND BAPTIST UNIVERSITY**

**VIRTUAL CAMPUS**

**SCHOOL OF BUSINESS**

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**, Personal Computer Applications

3. Term: Current Term

4. Instructor: Ms. Angie Newsome, MSM, PMP

5. Office Phone and email: Angela.newsome@wayland.wbu.edu

6. Office Hours, Building, and Location: Via Email

7. Class Meeting Time and Location: Online

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: Documented Computer Competency; transcripted course(s), passing the ACAC 0303 examination, or passing ACAC 0303. Examinations available for demonstrated competency – waiver of requirement examination, $20; for credit examination (advanced standing), 1/3 tuition.

10. Required Textbook and Resources:

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| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **REVIEW** |
| Office 2013 Suite  | MOAC | 1st. | 2013 | Wiley  | 9781118809723 | 6/26/13 |

*Note: You will need the book \*and\* the GMetrix Training Software 2013 for this course.*

**There will be no leniency granted after the first week of class for students not having access to the GMetrix Training system or the book.**

11. Other Requirements:

* Hardware:
	+ A computer that is capable of meeting the minimum requirements for running MS-Windows XP, Vista or Win7 and MS-Office 2010. Internet access that would allow 2 hours, of continuous connection time is needed.
* Software:
	+ MS Office 2010 (**Outlook, Word, Excel, PowerPoint, and Access**). You will need to ensure that you have the full installation of Office and not the typical/default installation. If you do not have Microsoft Office 2010 installed on your computer, you will not be able to accomplish the work required of this course. It is the student’s responsibility to acquire this software before the class begins.
	+ Students will be expected to have access to GMetrix Training Software 2013 by the first week of class (see bundle with book).

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: Students will be required to submit homework assignments and take quizzes through Blackboard and GMetrix Training Software 2013. Students will be responsible for logging into the system at least twice a week. Students will be graded on how they interact with the other students through Discussion Boards and the use of email netiquette when corresponding with the instructor.

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:

|  |  |
| --- | --- |
| Projects | 500 |
| Quizzes | 500 |
| **Total** | **1000** |

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| --- |
| **Grading Scale** |
| **Total Points** | **Letter Grade** | **Percentage** | **Grade Point** |
| 930-1000 | A | 93-100% | 4.0 |
| 900-929 | A- | 90-92% | 3.7 |
| 870-899 | B+ | 87-89% | 3.3 |
| 830-869 | B | 83-86% | 3.0 |
| 800-829 | B- | 80-82% | 2.7 |
| 770-799 | C+ | 77-79% | 2.3 |
| 730-769 | C | 73-76% | 2.0 |
| 700-729 | C- | 70-72% | 1.7 |
| 670-699 | D+ | 67-69% | 1.3 |
| 600-669 | D | 60-66% | 1.0 |
| 000-599 | F | 0-59% | 0.0 |

16. Tentative Schedule: (Calendar, Topics, Assignments) – Subject to change

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| --- | --- |
| Unit 1 – Introduction/OneNote (1 week) | Discussion Board Assignment |
| Unit 2 – Word (2 weeks) | Training/Projects/Quiz (all or none possible) |
| Unit 3 – Excel (3 weeks) | Training/Projects/Quiz (all or none possible) |
| Unit 4 – PowerPoint (2 weeks) | Training/Projects/Quiz (all or none possible) |
| Unit 5 – Publisher (1 week) | Training/Projects/Quiz (all or none possible) |
| Unit 6 – Outlook (1 week) | Training/Projects/Quiz (all or none possible) |
| Unit 7 – Review (1 week) | Training/Projects/Quiz (all or none possible) |

17. 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. No late submissions will be considered for credit unless prior authorization from the instructor has been granted.

18. Assignments/Homework: A schedule of reading assignments, assignment due dates, and exams dates, is listed on Blackboard. Assigned chapters are to be read and assignments completed by midnight, Central Standard Time, on the Saturday night ending the week. The course is designed to run from Sunday morning to midnight the following Saturday.

Your grades will be posted on the Blackboard Web Site by the end of the week following the scheduled due date. The required reading is essential to this course! It has good information and will prepare you for the assignments. More information will be provided in Blackboard. All work submitted must be your own.

Methods of Instruction: The students in this course will learn from a variety of instructional formats; including required readings, homework assignments, class projects, and various media types.

Format: This is an online course and you are expected to have access to the Internet and possess adequate computer skills to e-mail the Instructor with questions about assignments.