

**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** –VC06, Computer Applications

3.    Term: SPRING 2014

4.    Instructor: Amber Barrera

5.    Office Phone and Wayland Email Address: See Instructor Information

6.    Office Hours, Building, and Location: N/A

7.    Class Meeting Time and Location: Class time is 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:  None

10.  Required Textbook and Resources:

 You must have a reliable, internet connection and Microsoft 2013 downloaded. MAC users please note that there never has been and never will be a version for Access. In order to do the Access section of the book, you will need to find a PC to do the Access chapter.

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| --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **PUBLISHER** | **ISBN #** | **UPDATED** |
| Office 2013 | MOAC | 1st | Wiley | 9781118741344 | 10/14/2013 |

I have a website that you will need to access for the data files. The web address is <http://cosc2311wbu.weebly.com/>

11. **Homework/Due Dates/Late Assignments:** All homework will be posted in the Course Content tab in Blackboard.  You will be required to complete your homework in Microsoft Word and send it to me as an attachment in a journal within Blackboard. These journals are only seen by the student and instructor. All homework is due each Monday by midnight. If your homework is late you will be deducted 10 points the first day it is late, 20 points the second day its late, and you will receive a 0 the third day.

12. **NUMERIC COURSE GRADE (out of 100 %)**

Examinations (2) 60%: -Exams are offered online. They will be timed. Student must take the test during the available time stated in BB.

Homework: 20%

Competency/Proficiency/Mastery Assessments: 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

13.  Additional information as desired by the faculty member.

**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. Penalties that 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**

Any student who has been 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).

**Assignment and Instructions**

**Introduction to the Course:**

**Begin with Unit 2:  Internet Explorer and the Web**

Read Lesson 1: Surfing the Web

        Read Lesson 2: Sharing Device Settings Sharing Content

        See Course Content section for homework

**Start Unit 3: Microsoft Word**

Read Lesson 1: Microsoft Word 2013 Jumpstart

Read Lesson 2: Getting Started with Word 2013

See Course Content section for homework

Read Lesson 3: Beginning Text and Layout Operations

       Read Lesson 4: Structuring Complex Documents

       Read Lesson 5: Working with Tables

       See Course Content section for homework

**Start Unit 4: Microsoft Excel**

Read Lesson 1: Getting Started with Excel 2013

Read Lesson 2: Creating a Worksheet in Excel 2013

Read Lesson 3: Formatting a Worksheet

See Course Content section for homework

\*\*\****Take Midterm Test over Unit 2 IE and the Web, Unit 3 Word, and Unit 4 Excel\*\*\****

**Start Unit 5: Microsoft Power Point**

            Read Lesson 1: 2013 Jumpstart

           Read Lesson 2: Getting Started with Power Point 2013

Read Lesson 3: Designing a Presentation

See Week 5 in Course Content section for homework

Read Lesson 4: Using Tables, Charts, and SmartArt

Read Lesson 5: Adding Graphics and Multimedia to your presentation

Read Lesson 6: Delivering your Presentation

     See Course Content section for homework

**Start Unit 6: Microsoft Outlook**

       Read Lesson 1: Intro to Outlook

      Read Lesson 2: Getting Started with Outlook

**Start Unit: 7: Microsoft OneNote**

Read Lesson 1: Microsoft OneNote 2013

 Read Lesson 2: Getting Started with OneNote 2013

      See Course Content section for homework

**Start Unit 8: Microsoft Access**

       Read Lesson 1: Introduction to Microsoft Access 2013

       Read Lesson 2: Getting Started with Microsoft Access 2013

       See Course Content section for homework

**Start Unit 9: Microsoft Publisher 2013**

  Read Lesson 1: Introduction

  Read Lesson 2: Microsoft Publisher 2013 Jumpstart

  See Course Content section for homework

**\*\*Accomplish Course Evaluation\*\***

***\*\*\*Take Comprehensive Final Test\*\*\****

**AT THIS TIME, PLEASE ACCOMPLISH THE FOLLOWING:**

**COSC Assessment of Learning Outcomes**

**(This assessment is not graded but is required for completion of the course.)**