

SYLLABUS

1. Wayland Baptist University, Sierra Vista Campus, Tucson Site, 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 – TU01, Computer Applications**
4. Term: Fall 2009
5. Instructor: John Backer
6. Office Phone and email: 520-302-5397 - John@JohnBacker.com
7. Office Hours, Building, and Location: Adjunct Faculty – no specific office hours
8. Class Meeting Time and Location: Monday, 6:00 – 9:40pm, 6235 E. Broadway
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: N/A
13. Course Outcome Competencies:

Introduction to Windows XP Professional and Office 2007

- Identify the objects on the MS Windows XP desktop
- Perform the basic mouse operations
- Keyboard shortcuts
- How to launch and quit an application
- Use windows XP help
- Shut down XP

MS Word 2007

- Start Word
- Create and edit a MS Word 2003 document
- Enter text into a document
- Check spelling and grammar
- Change Fonts size, color, underline and bold
- Paragraph alignment and format

MS Excel 2007

- Enter text and formulas into cells in an Excel spreadsheet
- Add a chart into a spreadsheet
- Edit the cells of a spreadsheet
- Format the cells of a spreadsheet
- Use the Auto Calculate function
- Save the spreadsheet and e-mail it
- Enter formulas and copy them to different cells
- Copy a range of cells
- Format the worksheet to include the background, font colors, box borders, and currency style
- Identify basic spreadsheet terms

MS Access 2007

- Start Access
- Create a new database
- Create tables and add records
- Create and use a simple query
- Create and use a simple form
- Create a custom report
- Identify basic database terms
- Close Access and e-mail the database

MS PowerPoint 2007

- Start PowerPoint
- Select design templates
- Enter text and objects into a slide
- Change font size and style of text
- Resize inserted objects/images
- Use the Auto layout function
- Add a header and footer to outline pages
- Add animation to the presentation
- Save a presentation and e-mail it

14. Attendance Requirements:

This is a hybrid course - you are not required to attend the class on each Monday; however, many students have found the class time very beneficial to complete the assignments without struggling quite so much. The assignments for each week are due before the class time the following week. For example, week 1 work is due to be turned in prior to 6pm the following Monday. Work turned in late will lose a letter grade the first week and an additional letter grade each week thereafter.

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."

2009/Fall-Cmp/Campuses

Course: COSC2311

Instructors: Mr. John Derwood Backer, Jr

COMPUTER APPLICATIONS

Type: Lecture

Section: TU01

Schedule: Monday,6:00 PM - 9:40 PM WBUSV TUCSON

Credits: 3.00 CEU: 0.00

Institution: WBU - Sierra Vista

Program: Undergraduate-Campus

College: Business Administration

Department: Business Administration

Serial Id:

Duration: Aug 17, 2009 - Oct 31, 2009

Name	Id	Program	Degree Curriculum	Full/Part	Class Level	Credit Type	Attend Status	Add/Drop	Credit
Danner, Blake Anthony	000-21-4896	UNDECL	Unspecif	Undecided		Credit		Add	3.00
Danner, Heidi Anne	000-21-5472	UNDECL	Unspecif	Undecided		Credit		Add	3.00
Fontanilla, Shannon M	000-20-6323	UNDECL	Unspecif	Undecided		Credit		Add	3.00
Fowler, Harry Charles	000-21-0688	Undgr-Cmps	B SOE Occupation	Less Half	Junior	Credit		Add	3.00
Rieder, Julie Marie	000-21-2964	UNDECL	Unspecif	Undecided		Credit		Add	3.00
Sander, James Michael	000-21-5519	UNDECL	Unspecif	Undecided		Credit		Add	3.00
Villareal, Wilsen B.	000-21-5520	UNDECL	Unspecif	Undecided		Credit		Add	3.00

Total students: 7

Total credits: 21.00

Total CEU: 0.00

16: Course Requirements and Grading Criteria:

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- 60 – 69 = D
- < 60 = F

75% of your grade will be the weekly assignments
 25% of your grade will be the final exam

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

Course Outline & Assignment Sheet: 11-Week Term					
Week	Read and Perform Steps	Homework to Turn In	Due Date	Possible Points	Your Points
1	Chapter 5 Creating Documents with Microsoft Word 2007 Chapter 6 Formatting and Organizing Text	Matching Fill in the blank Project 5A Project 5B Additional Selected Projects from 5C-5S Matching Fill in the blank Project 6A Project 6B Additional Selected Projects from 6C-6S			
2	Chapter 7 Using Graphics and Tables Chapter 8 Special Document Formats, Columns, and Mail Merge	Matching Fill in the blank Project 7A Project 7B Additional Selected Projects from 7C-7S Matching Fill in the blank Project 8A Project 8B Additional Selected Projects from 8C-8S			

Week	Read and Perform Steps	Homework to Turn In	Due Date	Possible Points	Your Points
3	Chapter 9 Creating a Worksheet and Charting Data	Matching Fill in the blank Project 9A Project 9B You and GO! Additional Selected Projects from 9C-9S			
	Chapter 10 Managing Workbooks and Analyzing Data	Matching Fill in the blank Project 10A Project 10B You and GO! Additional Selected Projects from 10C-10S			
4	Chapter 11 Using Functions and Tables	Matching Fill in the blank Project 11A Project 11B You and GO! Additional Selected Projects from 11C-11S			

Week	Read and Perform Steps	Homework to Turn In	Due Date	Possible Points	Your Points
5	Chapter 12 Getting Started with Access Databases and Tables	Matching Fill in the blank Project 12A Project 12B You and GO! Additional Selected Projects from 12C-12S			
	Chapter 13 Sort and Query a Database	Matching Fill in the blank Project 13A Project 13B Additional Selected Projects from 13C-13S			
6	Chapter 14 Forms, Filters, and Reports	Matching Fill in the blank Project 14A Project 14B You and GO! Additional Selected Projects from 14C-14S			

Week	Read and Perform Steps	Homework to Turn In	Due Date	Possible Points	Your Points
7	Chapter 15 Getting Started with Microsoft PowerPoint 2007 Chapter 16 Designing a PowerPoint Presentation	Matching Fill in the blank Project 15A Project 15B You and GO! Additional Selected Projects from 15C-15S Matching Fill in the blank Project 16A Project 16B You and GO! Additional Selected Projects from 16C-16S			
8	Chapter 17 Enhancing a Presentation with Animation, Tables, and Charts	Matching Fill in the blank Project 17A Project 17B You and GO! Additional Selected Projects from 17C-17S			
9	Chapter 18 Using Access Data with Other Office Applications Chapter 19 Using Tables in Word and Excel	Project 18A Project 19A			

Week	Read and Perform Steps	Homework to Turn In	Due Date	Possible Points	Your Points
10	Chapter 20 Using Excel as a Data Source in a Mail Merge Chapter 21 Linking Data in Office Documents	Project 20A Project 21A			
11	Final Exam Week	Final Exam			

18. Additional information as desired by the faculty member.

19. Proctor Hours: No proctors are available on dates that the offices are closed. Please arrive early enough to complete the exam prior to the close of business.

Tucson Office

Monday – Thursday: 9:00 – 5:00 pm

Friday: 9:00 – 2:00 pm