BAT151 Computer Applications Syllabus

Course Information

Credits 3
Campus Washburn Institute of Technology
Address 5724 SW Huntoon
City/State/Zip Topeka, Kansas 66604
Office Fax 785-273-7080

Description
This course is an overview of computer hardware, software, and applications. Emphasis is placed on literacy and extensive hands-on computer experience. The course also includes an introduction to mini- and micro-computers, file management, and common types of microcomputer software packages - word processing, spreadsheet, presentation software, and database.

Students who complete this course will be:

- Familiar with computer hardware, software, and applications
- Able to organize and maintain file management
- Able to perform basic word processing tasks
- Able to perform simple formulas and formatting of spreadsheets
- Able to use presentation software
- Able to build and maintain simple databases

Textbooks

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
1. Describe specifications and configuration of computer hardware.
2. Identify the major roles of operating systems and systems software.
3. Identify the impact, use, and information evaluation of the Internet.
4. Use word processing software to create, edit and produce professional documents.
5. Create spreadsheets and charts to analyze, investigate and/or interpret data to support the problem solving process.
6. Design, create and maintain a database.
7. Use presentation software to create, edit, and produce professional presentations.
8. Utilize the integration between different application software and technology.
9. Identify the ethical and social standards of conduct regarding the use of information and technology.
10. Identify security threats and solutions.

**Guidelines for Success**

**Assessment Plan**
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

**Course Requirements and Grading**

**Grading Scale**
- A 90%-100%
- B 80%-89%
- C 70%-79%
- D 60%-69%
- F 59% or below

**Grading Rationale**
The course is graded by 34% Exams, 33% Projects, 23% Homework and 10% Participation.

Each assessment will be graded out of a possible 100 points. Each step will be worth a certain number of points. If a step is not completed or completed incorrectly, the points for that step will be lost. After an item is graded in the software system the student can see what they missed. Below is a sample of the grade worksheet for a project. The first twelve steps are worth six points each and the last four are worth seven points each for a total of 100 points. This example shows the measure of attaining the stated outcome of learning effectively.

1. Open the file. Verify that your name appears in the footer at the bottom of the document.
2. Type the flyer text, unformatted, as shown in Figure 1. If Word flags any misspelled words as you type, check the spelling of these words and correct them.
3. Center the headline and center the signature line.
4. Change the theme colors to Concourse.
5. Change the font size of the headline to 48 point and the font to Comic Sans MS. Apply the text effect called Gradient Fill – Dark Red, Accent 6, Inner Shadow.
6. Change the font size of body to 20 point.
7. Change the font of the body and the signature line to Arial.
8. Change the font size of the signature line to 22 point. Change the font color of the signature line to Dark Red, Accent 6. Bold the text in the signature line.
9. Bullet the three lines (paragraphs) of text above the signature line.
Underline the text “Student Services Center”.

Change the zoom to 50 percent so that the entire page is visible in the document window.

Insert a blank line between the headline and the first body paragraph. Insert a picture of your choice into the blank line you just added and center the image.

Apply the Soft Edge Oval picture style to the inserted picture. Apply the glow effect called Blue, 5 pt glow, Accent color 4 to the picture.

Resize the picture so that its Height is 3.8 inches.

Add the page border shown in Figure 2, using the color Blue, Accent 4, Lighter 40% and 3-pt width.

On some projects a rubric will be used. Below is a sample rubric for a project that shows how students will be graded.

The sample rubric below shows the measure of attaining the stated outcome of think critically and creatively. It will be the base measure on any project that is not graded using the sample above.

Required Elements
Score of 5

All the requirements were met.

Requirements:
1) All images are present
2) All images are formatted, bordered and with special effects and rotations
3) Page Border inserted
4) Margins adjusted as required
5) Header or Footer inserted
6) Text is underlined, bold, and italicized as required
7) Automatic bulleted or numbered lists;
8) Title is centered using the Toolbar

Score of 4
6-7 of the requirements were met.

Score of 3
4-5 of the requirements were met.

No Points
0-3 of the requirements were met. Project is unacceptable.

Outline of Course
Module 1 Introduction to computer hardware and software (portions of several chapters)
Module 2 Word processing (3 chapters and 1 project)
Module 3 Presentation software (3 chapters and 1 project)
Module 4 Spreadsheet management (3 chapters and 1 project)
Module 5 Database management (3 chapters and 1 project)

Exam 1 Module 1
Exam 2 Module 2 & 3
Exam 3 Module 4
Exam 4 Cumulative & Module 5
Attendance
Since this class is entirely online, there will be no attendance. All material missed must be made up with the instructor in a timely manner, or a score of zero will be recorded. Participation during class is 10% of final grade and can include involvement with discussions, appropriate questions and topics and, especially, helping fellow students. The discussions and question and answer sessions will be online in the Desire2Learn platform.

Disability
The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu