**Wayland 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.

**Contact Information**

**Course**

: COSC2311-VC01 Computer Applications

**Campus**

: WBU Online

**Term/Session**

**:** 2nd 8 wks Fall 2023

**Instructor**

**:** Kristi Moore

**WBU Email Address**

**:** [Kristi.moore@wayland.wbu.edu](mailto:Kristi.moore@wayland.wbu.edu)

**Office Phone Number/Cell #**

**:** 806-292-0183 Emergencies only, please!

**Office Hours, Building, and Location**

**:** Available by appointment only

**Class Meeting Time and Location**

**:** WBU Online

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| TestOut Office Pro | TestOut | 8th | 2019 | TestOut | 9781-93508-0718 |

**NOTE:** **The TestOut certification test is required of *all* students! Instructors may decide how to assign points, but *all* students must take the exam.**

**“TestOut courseware MUST be purchased and utilized to pass this class”**

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors. You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Course Information**

**Catalog Description**

**:**

Enhanced personal productivity and problem solving skills using knowledge work tools (spreadsheets, presentation graphics, word processing, database management, Internet and electronic mail); use of integrated software; design and use of small information systems for individuals and groups. Students have the opportunity at no extra cost to take the Certification Exam [Testout Desktop Pro] at the completion of the course. Examinations available for demonstrated competency: 1) waiver of requirement examination, TestOut Assessment Exam fee; or 2) for credit examination (advanced standing), 1/3 campus tuition and TestOut Assessment Exam fee. Neither examination requires a proctor and neither examination is appealable. Students seeking credit for COSC 2311 via the TestOut exam will receive a grade of Credit upon passing the TestOut examination, or No Credit if the student fails the TestOut examination. If a student fails the TestOut exam, the student must take COSC 2311.

**Prerequisite:**

None

**Course Outcome Competencies**

**:**

* Demonstrate efficiency in using external document sharing and storage technologies
* Analyze, filter, format, and sort data in Excel and Access, and use charts and graphs to present information
* Import and export data between Office applications and other computer programs
* Format Office applications with templates and theme sets
* Build presentations with animation in Microsoft PowerPoint

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Rick Hammer at hammerr@wbu.edu or call (806) 291-3745.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Course Requirements and Grading Criteria**

* *Attendance/Participation*: attendance is required and outlined above. **You are expected to complete work EACH week**!
* *Skills Assessments*: The TestOut program offers a variety of videos and other helpful online assessments to help you understand the material. By completing the assessments, it will help you to be able to complete the online certifications.
* *Labs*: During the semester you will be required to complete a variety of labs in the TestOut program. The labs will help you understand the material in more depth, while helping you prepare for your exams and Microsoft certification.
* *Unit Exams*: there will be 3-unit exams over the course of the semester.
* *Discussion Board*: there will be three required discussion board posts during the term. Completion is required and part of your final grade.
* *Final Exam*: the final exam will be the Microsoft certification exam. This is a comprehensive exam over Microsoft Word, Excel and Power Point.

*Here is how grading works*: Each section will include 3 labs: Skill lab for practice; Challenge lab which is timed with help available; and Applied lab which is timed with no help available. You can complete each lab as many times as you want. The TestOut system will ***record your last attempt*** as your grade.You will be assigned several labs a week. Applied labs (of my choice) will be used each week for your grade for the week (5 points available for each lab.) In 8 weeks, you have the opportunity to earn 100 points from lab work. You will take 3-unit tests, each worth 25 points. Discussion Board will be worth 25 points. Your final exam will be worth 100 points. At the end of the semester, you have had the opportunity to make 300 points. Your grade will be calculated as follows:

|  |  |
| --- | --- |
| **Points earned** | **Grade** |
| 270-300 points | A |
| 269-240 points | B |
| 239-210 points | C |
| 209-180 points | D |
| 179 and less | F |

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

|  |  |
| --- | --- |
| 1 | **Introduction to COSC 2311 VC02** |
| Week of | **Go over syllabus and tentative schedule**  **Purchase TestOut access code, set up account & get familiar with program** |
| Oct 9th | **Complete Discussion Board #1 (5 points)**  **Complete mandatory assignment from WBU Online** |
|  |  |
| 2 | **Intro into Microsoft Word** |
|  | **Microsoft Word Part 1 -sections 4.1 through 4.9 (20 points)** |
| Oct 16th |  |
| 3 | **Microsoft Word Cont.** |
|  | **Microsoft Word Part 2 sections 4.10 through 4.12 (15 Points)** |
| Oct23rd | **WORD EXAM (25 points)** |
| 4 | **Intro to Microsoft Excel** |
|  | **Microsoft Excel Part 1 sections 5.1 through 5.8 (20 points)** |
| Oct 30th | **Discussion Board #2 (10 Points)** |
| 5 | **Microsoft Excel Cont.**  **Microsoft Excel sections 5.9 through 5.10 (10 points)** |
| Nov 6th | **EXCEL EXAM (25 points)** |
| 6 | **Microsoft PowerPoint-complete unit! (20 Points)** |
|  |  |
| Nov 13th | **POWERPOINT EXAM (25 points)** |
|  |  |
|  | **No Class/Assignments** |
| Nov 20-24th | **Thanksgiving Break** |
| 7 | **Microsoft Access** |
| Nov 27th | **Labs only assigned—NO unit test (15 points)** |
|  | **Discussion Board #3 (10 points)** |
| 8 | **FINAL EXAM** |
| Dec 4th | **Microsoft Certification Exam (100 points)** |