



Virtual Campus

School of Business

## **2. UNIVERSITY 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 NUMBER & NAME:**

COSC 2311-VC02, Computer Applications

## **4. TERM:**

Fall, 2018

## **5. INSTRUCTOR:**

Dr. Richard A. Warren

## **6. CONTACT INFORMATION:**

Office phone: Phone number is available within the Blackboard Course Announcements.

WBU Email: [Richard.warren@wayland.wbu.edu](mailto:Richard.warren@wayland.wbu.edu)

## **7. OFFICE HOURS, BUILDING & LOCATION:**

M/T/W/TH/F 4:00 – 9:30 pm CST

Virtual Office – Wichita Falls, TX

## **8. COURSE MEETING TIME & LOCATION:**

Internet Virtual Class Room

There are no set class meetings. Students are required to complete assigned work found on the syllabus at the time specified on the Schedule Due Dates, and Weekly Assignment pages of Blackboard. Attendance is mandatory and is evaluated through Discussion Posts, assignment completion, and weekly email contact with your instructor.

## **9. 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.

## 10. PREREQUISITE:

None

## 11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>TestOut Office Pro LabSim</u>	Testout	1st	2016	TestOut	9781-93508-0527	12/1/15

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

Enclosed in the TestOut Office Pro package, purchased through the Book Store, includes an Access Code for registration through Blackboard. The TestOut is an online training course with modules that prepare you for successful completion of the course outcome competencies. No specific Office product is required for this course however verification of your computer system capabilities will enhance your completion of the training, lab exams, and Certification Exam.

**NOTE:** When you receive your TESTOUT ACCESS CODE, **do not** attempt registration in the TestOut Web portal. You will register that ACCESS CODE through the **Blackboard Course ONLY**. **Do not access the TestOut web portal for registration nor completion of any training or testing.**

## 12. OPTIONAL MATERIALS

Although no specific Office product is required for the course, TestOut recommended hardware and operating system specifications will enhance performance and responses with the TestOut Office Pro portal training modules: Refer to the following URL - [TestOut FAQs](#)

## 13. COURSE OUTCOMES AND COMPETENCIES:

- Understand how Microsoft Office applications work with the computer's hardware and other software
- Demonstrate efficiency in using external document sharing and storage technologies
- Create, modify, rename, and move documents created in Office applications
- 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
- Create citations and bibliographies in Microsoft Word
- Build presentations with animation in Microsoft PowerPoint

#### **14. ATTENDANCE REQUIREMENTS:**

As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

Attendance is accomplished by (a) submitting weekly email to your instructor, (b) completing Discussion Forum Questions, and (c) submission of work assignment. Accomplishing just one of the mentioned attendance actions does not constitute attendance, all actions are required. Lack of attendance will be recorded and reported. Failure to fulfill attendance requirements will have grave effects.

#### **15. STATEMENT ON PLAGIARISM & 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.

#### **16. 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.

#### **17. COURSE REQUIREMENTS and GRADING CRITERIA:**

The course consists of weekly email correspondence with the instructor, completion of discussion postings, completion of training Lab Simulations on the TestOut portal for MS Word, Excel, PowerPoint and Access, completion of End of Chapter (EOC) and a Final Comprehensive Exam on the TestOut portal. The following identifies the graded activities and point values

NUMERIC COURSE GRADE (out of 100 %)

Final (Certification) Exam-----20%

End of Chapter Exams (4) -----40%

Lab Simulations-----30%

Discussion Board Postings-----10%

**17.1 Grade Appeal Statement:** "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/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.”

## **18. TENTATIVE SCHEDULE:**

### ***SUMMARY OF WEEKLY ASSIGNMENT SCHEDULE***

*August 20, 2018 – November 3, 2018*

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#### **Week One**

Review all pages on Blackboard

Complete “Do This First” Instructions

#### ***Complete Registration – TestOut Through Blackboard***

Setup user account through Blackboard for the TestOut Labs

- Click on the Course Content Menu item
- Open “Getting Started Information”
- Open Video: “Introduction to Office Pro”
- Complete registration at “Sign up”
- \*\* Complete the “Getting Started Information Section”
- \*\* Submit your “Introduction” Discussion Board

#### **Week Two**

#### ***2.0 Microsoft Word Part 1***

- Complete parts 2.1 through 2.6
- Complete associated chapter labs

#### **Week Three**

#### ***2.0 Microsoft Word Part 2***

- Complete parts 2.7 through 2.12
- Complete associated chapter labs
- Complete Discussion Post
- Complete Word EOC

#### **Week Four**

#### ***3.0 Microsoft Excel Part 1***

- Complete parts 3.1 through 3.5

- Complete associated chapter Labs
- Week Five**
- 3.0 Microsoft Excel Part 2***
- Complete parts 3.6 through 3.9
  - Complete associated chapter labs
  - Complete Excel EOC
  - Post to Discussion Board
- Week Six**
- 4.0 Microsoft PowerPoint Part 1***
- Complete parts 4.1 through 4.5
  - Complete associated chapter labs
- Week Seven**
- 4.0 Microsoft PowerPoint Part 2***
- Complete parts 4.6 through 4.9
  - Complete associated chapter labs & PowerPoint EOC
- Week Eight**
- 5.0 Microsoft Access Part 1***
- Complete part 5.1 through 5.3
  - Complete associated chapter labs
  - Post to Discussion Board
- Week Nine**
- 5.0 Microsoft Access***
- Complete parts 5.4 through 5.6
  - Complete associated chapter labs
  - Complete Access End of Chapter Exam (EOC)
- Week Ten**
- End of Chapter Reviews***
- Complete All EOCs – Last Chance
  - Review EOCs & Prep for Final Certification Exam
  - Post to Discussion Board
  - Complete Course Evaluation
- Week Eleven**

**This is the Week of Final Exam/Certification on TestOut**

**\*\* Complete TestOut Certification Exam on TestOut Portal \*\*.**