



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, and service to God and humankind.

3. COURSE NUMBER & NAME:

COSC 2311-VC01, Computer Applications.

4. TERM:

Fall 2 2020: October 19 to December 19, 2020

5. INSTRUCTOR:

Ms. Sally Quiroz, MSLS

6. CONTACT INFORMATION:

WBU Email: sally.quiroz@wayland.wbu.edu

Cell phone: 915-301-4200

7. OFFICE HOURS, BUILDING & LOCATION:

Mon. – Sat : by appointment via Blackboard Collaborate, Telephone or Zoom

8. COURSE MEETING TIME & LOCATION:

Meeting day & time:

9. 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 - 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	VER	YEAR	PUBLISHER	ISBN#	UPDATED
TestOut Office Pro	TestOut	1	2019	TestOut	9781-93508-0718	2/21/20

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

12. OPTIONAL MATERIALS

Microsoft Office Full Length Tutorials by Sali Kaceli

<https://www.youtube.com/skaceli>

Hoonuit: Available to you in Blackboard

13. COURSE OUTCOMES AND COMPETENCIES:

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

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.

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:

Assignments/Discussions: A schedule of TestOut/LabSim assignments, Discussion, and exam dates are listed in Weekly Assignments in Blackboard. Assigned chapters and discussions are to be completed by midnight, Central Standard Time, on the Saturday night ending the week. The course is designed to run from Sunday morning to midnight the following Saturday.

Your lab grades will be posted to Blackboard Grade Center automatically and all other assessments by the end of the week following the scheduled due date. Reading and videos relevant to the TestOut/LabSim assignments are essential to this course. They have good information and will prepare you for the assignments. More information will be provided in Blackboard. All work submitted must be your own.

Graded Assignments	
Discussion	20%
Labs	25%
Unit Exams	25%
Final Exam	30%
Total	100%

Grading Scale		
Percent Equivalent	Grade	Grade Point
90 – 100%	A	4.0
80 – 89%	B	3.0
70 – 79%	C	2.0
60 – 69%	D	1.0
Below 60%	F	0

17.1 Include 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

COSC2311 VC01 Term Dates October 19 – December 19

Week 1 Oct. 19 - 25	Review Syllabus and Schedule Introduction to LabSim TestOut/LabSim Chapter 3.1 to 4.3 Introductions in Discussion Board
Week 2 Oct. 26 – Nov. 1	Discussion Board: LabSim TestOut/LabSim Chapter 4.4-4.8
Week 3 Nov. 2 - 8	TestOut/LabSim Chapter 4.9-5.2 End-of-Chapter Exam Microsoft Word Introduction to Excel
Week 4 Nov. 9 - 15	Discussion: Microsoft Office TestOut/LabSim Chapter 5.3 – 5.7
Week 5 Nov. 16 - 22	TestOut/LabSim Chapter 5.8 – 6.3 End-of-Chapter Exam Microsoft Excel Introduction to Microsoft PowerPoint
Nov. 23 – 29	Happy Thanksgiving
Week 6 Nov. 30 – Dec. 6	Discussion: TestOut/LabSim Chapter 6.4-6.10 End-of-Chapter Exam Microsoft PowerPoint
Week 7 Dec. 7 - 13	TestOut 7.01-7.7 Microsoft Access End-of-Chapter Exam Microsoft Access
Week 8 Dec. 14 - 19	TestOut/LabSim Chapter 8.1-8.5 MS Outlook Outlook End of Chapter Exam Final Exam: TestOut Certification Exam

19. ADDITIONAL INFORMATION

Ensure you have purchased the TestOut Access Code in the first week. Instruction can be found in Blackboard. Contact your instructor immediately if you are unable to purchase TestOut; this course cannot be completed without it.

Late work policy: All projects, homework assignments, and exams are due the night indicated in the BlackBoard Weekly Assignments for this course unless previously coordinated with and approved by the instructor. You may complete any TestOut/LabSim assignment early. Discussions must be completed during the week they are assigned; no late discussions will be accepted.

This is an online course and you are expected to have access to the Internet and possess adequate computer skills to e-mail the Instructor with questions about assignments. If you have read this far, email the instructor with the words "Got it!" in the subject line. Technology failure is not an excuse for missed or late work. Develop an alternative before you may need one.