# Wayland Logo

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, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

COSC 2311-VC02, Computer Applications

# **4. TERM**:

Spring 01, 2021

# **5. INSTRUCTOR**:

Isauro Gutierrez, MBA-MIS, CGCIO, CPM

# **6. CONTACT INFORMATION**:

Office phone: (806) 296-1141

WBU Email: [Isauro.gutierrez@wayland.wbu.edu](mailto:Isauro.gutierrez@wayland.wbu.edu)

Cell phone: (806) 296-1141 can receive text

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

Call or Email to schedule appointment

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

Meeting day & time: Online, and meet due dates

# **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)](http://catalog.wbu.edu/content.php?catoid=4&navoid=217#advanced_standing_examinations), 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: None

# **13. COURSE OUTCOMES AND 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

# 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:*** Assignments will be assigned throughout the semester. These will be assigned in Blackboard and will utilize LabSim. If you miss due date, make sure you contact the instructor for your assignment. Assignments not turned in will automatically be given a zero grade.
* ***Participation/Attendance:*** Discussion Board: 5 topics, must have initial post and respond to 2 other students. This will be based off your attendance and participation in Blackboard and in LabSim.
* ***Skills Assessments:*** The LabSim program offers a variety of videos and other helpful online assessments to help you understand the material. By completing these assessments, it will help you be able to complete the online assignments, and the certification, if you prefer.
* ***Unit Exams:*** The purpose of each exam will be to test the knowledge and understanding of the materials presented in each unit. There will be 4 unit exams.
* ***Labs:*** During the semester, you will be required to complete a variety of labs in the LabSim program. These labs will help you understand the material more in depth, while helping you prepare for your exams, finals and potential office certification.
* ***Final Exam:*** The final exam will be a comprehensive exam over Word, Excel and PowerPoint covered in this course during the semester.
* ***Grades:*** Grades will be based on students’ preparation and participation in class assignments, LabSim, class discussion boards, attendance, and exams.

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| **Requirement** | **Percent of Grade** |
| Discussion | 20% |
| Labs | 35% |
| Unit Exams (4) | 25% |
| Final Exam | 20% |

|  |  |
| --- | --- |
| **Percent Equivalent** | **Grade** |
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| Below 60 | F |

**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

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| --- | --- |
| Week 1  Jan 11 - 16  ***Submissions Due***  ***11:59 PM Saturday***  ***Jan 16*** | **Introduction to COSC 2311 VC02 Term Dates Jan 11 to Mar 6**  **Review syllabus and tentative schedule, use of LabSim**  **Common Office Features and Intro to Word**  **(Go over 3.1 to 4.3)**  **Introductions in Discussion Board** |
| Week 2  Jan 17 – 23  ***Submissions Due***  ***11:59 PM Saturday***  ***Jan 23*** | **Microsoft Word**  **Microsoft Word (Go over 4.4 -4.8)**  **Microsoft Discussion Board** |
| Week 3  Jan 24 - 30  ***Submissions Due***  ***11:59 PM Saturday***  ***Jan 30*** | **Microsoft Word**  **Microsoft Word (Go over 4.9 – 5.2)**  **Exam for Word**  **Microsoft Word Discussion Board, continued**  **Intro into Microsoft Excel** |
| Week 4  Jan 31 – Feb 6  ***Submissions Due***  ***11:59 PM Saturday***  ***Feb 6*** | **Microsoft Excel**  **Excel (Go over 5.3 - 5.7)**  **Start Excel Discussion Board** |
| Week 5  Feb 7 - 13  ***Submissions Due***  ***11:59 PM Saturday***  ***Feb 13*** | **Excel**  **Excel (Go over 5.8 – 6.3)**  **Excel Exam**  **Excel Discussion Board**  **Intro into Microsoft PowerPoint** |
| Week 6 Feb 14 - 20  ***Submissions Due***  ***11:59 PM Saturday***  ***Feb 20*** | **Microsoft PowerPoint**  **PowerPoint (Go over 6.4 - 6.10)**  **PowerPoint Discussion Board**  **PowerPoint Exam** |
| Week 7  Feb 21 - 27  ***Submissions Due***  ***11:59 PM Saturday***  ***Feb 27*** | **Microsoft Access**  **Microsoft Access (Go over 7.1 – 7.6)**  **Access Discussion Board**  **Access Exam** |
| Week 8  Feb 28 – Mar 6  ***Submissions Due***  ***11:59 PM Saturday***  ***Mar 6*** | **Introduction to Outlook**  **Microsoft Outlook (Go over 8.1 – 8.5)**  **Pro-Certification Exam** |

# 19. ADDITIONAL INFORMATION

Communication is key to the success of this online course. Email or call if and when situations occur concerning not able to meet the deadlines.

Ensure you purchase the TestOut Access Code in the first week. Instructions can be found in Blackboard.