



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-VC03, Computer Applications

4. TERM:

Spring 1, 2022

5. INSTRUCTOR:

Ms. Sally Quiroz

6. CONTACT INFORMATION:

Office phone: 806-291-3702 Cell phone: 915-301-4200 (text or voice mail accepted)

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

7. OFFICE HOURS, BUILDING & LOCATION:

By appointment via Collaborate.

8. COURSE MEETING TIME & LOCATION:

Meeting day & time: Asynchronous - Online in Blackboard

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 Office Pro] at the completion of the course. Examinations are 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
<u>TestOut Office Pro</u>	TestOut	1	2019	TestOut	9781-93508-0718	2/21/20

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 on YouTube are a great resource.

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.

A required introductory assignment will be available on the first day of the course as a participation grade and must be completed by midnight January 14, 2021 to establish attendance for purposes of university census. Attendance for this course is determined by active participation in assigned activities.

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 is 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: A schedule of reading/video assignments, assignment due dates, and exams dates, is listed on Blackboard. Assigned chapters are to be read, videos viewed and assignments completed by midnight, Central Standard Time, on Saturday night ending the week. The course is designed to run from Sunday morning to midnight the following Saturday.

Shared Document Assignments: Access to documents in a OneDrive shared folder will be available at the beginning of the week it is due. Completion of the required activities is due by midnight Saturday in the week it is assigned.

Your lab grades will be posted on the Blackboard Web Site automatically and all other assessments by the end of the week following the scheduled due date. The required reading and videos are essential to this course! It has good information and will prepare you for the assignments. More information will be provided in Blackboard. All work submitted must be your own.

Weekly Labs/Exams	40%
Shared Document Assignments	20%
Certification Exam	40%
Total	100%

Grading Scale			
Total Points	Letter Grade	Percentage	Grade Point
900-1000	A	90-100%	4.0
800-899	B	80-89%	3.0
700-799	C	70-79%	2.0
600-699	D	60-69%	1.0
000-599	F	0-59%	0.0

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

Week 1	Introduction to the course. Participation assignment and Discussion Forum TestOut 1.01-1.5 Online Essentials TestOut 2.1-2.8 Computer Essentials
Week 2	TestOut 3.1-3.5 Common Office Features TestOut 4.1-4.4 MS Word
Week 3	1 st Shared Document – Word TestOut 4.5-4.10 MS Word
Week 4	TestOut 4.11-4.13 MS Word TestOut Word Exam TestOut 8.1-8.5 MS Outlook
Week 5	2 nd Shared Document – Excel 1 TestOut 5.1-5.6 MS Excel
Week 6	3 rd Shared Document – Excel 2 TestOut 5.7-5.11 MS Excel TestOut Excel Exam Word Review
Week 7	4 th Shared Document – PowerPoint TestOut 6.1-6.10 MS PowerPoint TestOut PowerPoint Exam Excel Review
Week 8	TestOut 7.1-7.7 MS Access Review Final Exam: TestOut Certification Exam

19. ADDITIONAL INFORMATION

Contacting the Instructor

When attempting to phone, email, or text the instructor, please give your first and last names.

Late Work Policy

All assignments and exams are due by the end of day on the Saturday of the week assigned in the timeline. You may turn in assignments early and may attempt assignments as many times as you wish. The highest grade of all attempts will be recorded. A grade of 0 may be recorded for

any assignment not completed by the due date. A grade of 0 may be over-ridden with no penalty when the assignment has been completed and verified by the instructor. All grades for assignments are final at the end of day March 3, 2021, no exceptions. If you have any questions about grades, contact your instructor.

Sunday is my day off so responses by me may not be returned until Monday. so don't wait too late to get started each week.

Methods of Instruction: The students in this course will learn from a variety of instructional formats; including required readings, homework assignments, class projects, and various media types.

Format: 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've read this far, email the instructor with the words "Got It!" in the subject line. 10-course points if sent by Day 3 of the course. Technology failure is not an acceptable excuse for missed or late work. Develop an alternative before you may need one (just a thought!).