



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:

Spring, 2019

5. INSTRUCTOR:

Dr. Kenroy Wedderburn

6. CONTACT INFORMATION:

Office phone: 806-291-1024

WBU Email: wedderburnk@wbu.edu

Cell phone:

7. OFFICE HOURS, BUILDING & LOCATION:

M/T/W/TH 2:30-3:

8. COURSE MEETING TIME & LOCATION:

Meeting day & time: Online

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 Desktop 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.

12. OPTIONAL MATERIALS**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.

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:

(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)

Course Requirements will include

- Completion of Specific Sections in Testout 60%
 - o Note – You are required to go through the Testout simulator in its entirety, however, grades will be extracted for the specified sections
- Participation in Blackboard Discussions 20%
- Submission of two mini projects 20%

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

<u>Week Number</u>	Topics	Assignments	Due Dates
1 Feb 25	Computer & Internet Basics	Testout 1.3.9; 1.3.10; 1.4.10	Sat Mar 2
2 Mar 4	Computer & Internet Basics	Testout 1.6.16; 1.7.7; 1.7.9	Sat Mar 9

<u>Week Number</u>	Topics	Assignments	Due Dates
3 Mar 18	Mar 11- 15 Spring Break	<i>Discussion #1</i> <i>(See Blackboard for description)</i>	Sat Mar 23
4 Mar 25	Microsoft Word	Testout 2.3.7; 2.4.8; 2.5.10; 2.6.9; 2.7.9	Mar 30
5 Apr 1	Microsoft Word	Testout 2.8.8; 2.9.8; 2.10.9; 2.11.8; 2.12.10	Apr 6
6 Apr 8	Microsoft Excel	Testout 3.2.9; 3.3.9; 3.4.8; 3.5.10; 3.6.8 <i>MS Word Project Due</i> <i>(See Blackboard for description)</i>	Apr 13
7 Apr 15	Microsoft Excel	Testout 3.7.7; 3.7.10; 3.8.7; 3.9.6; 3.9.9 <i>Discussion #2</i> <i>(See Blackboard for description)</i>	Apr 20
8 Apr 22	Microsoft PowerPoint	Testout 4.2.4; 4.2.8; 4.3.8; 4.4.7; 4.5.7	Apr 27
9 Apr 29	Microsoft PowerPoint	Testout 4.6.9; 4.7.3; 4.7.7; 4.8.7; 4.8.8 <i>Discussion #3</i> <i>(See Blackboard for description)</i>	May 4
10 May 6	Microsoft Access	Testout 5.2.5; 5.3.11; 5.4.8; 5.4.9	May 11
11	Microsoft Access	Testout 5.5.5; 5.5.8; 5.6.5; 5.6.9 <i>Excel Project Due</i> <i>(See Blackboard for description)</i>	May 18

19. ADDITIONAL INFORMATION

- The *course schedule is tentative* and may be changed during the term/semester as events warrant. Students are responsible for any schedule changes made through announcements or WBU emails.
- Always use your Wayland email and add “**COSC2311 VC01**” in the subject line as well as your name in the email when communicating with me.