



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, 2020

5. INSTRUCTOR:

Dr. Carolyn French, DBA

6. CONTACT INFORMATION:

Office phone: 806-291-1024 and Cell phone: 318-918-8278 (Please do not call this cell phone number between 9:00 P.M. and 9:00 A. M. unless it is an emergency)

WBU Email: frenchc@wbu.edu

7. OFFICE HOURS, BUILDING & LOCATION:

NBB –Room 109, Office Hours are 9:00 AM to 3:00 PM Monday-Thursday; My evening office hours for online courses are 5:00 - 8:00 PM cst. Monday through Saturday. By email only on Sunday. You may reach me via email at frenchc@wbu.edu, by text message at 318-918-8278 by calling my office daily at 806-291-1024. I prefer email message record that outlines the problem afterhours. If you have an emergency, please call me then follow up with an email when you have a chance

8. COURSE MEETING TIME & LOCATION:

Online Assignments, quizzes, exams, etc. will have due dates of midnight Saturday (11:59 P.M., Central Standard Time zone. Assignments, etc. will be considered late post after Sundays’.

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, \$39; 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 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.

12. OPTIONAL MATERIALS: None

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:

- **Assignments:** Assignments will be assigned throughout the semester. These will be assigned in class and will utilize LabSim. If you miss class, make sure you contact the instructor for your assignment. Incomplete assignments or assignments not turned in will automatically be given a zero grade.
- **Participation/Attendance:** This will be based off your attendance and participation in class, 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 end-of chapter exam will be to test the knowledge and understanding of the materials presented in each unit. There will be three 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 (certification) will be a comprehensive exam over everything covered in this course during the semester.
- **Grades:** Grades will be based on students' preparation and participation in class assignments, LabSim, class participation, attendance, and exams.

These are the requirements and the grading scale:

Requirements	Percent of Grade
Videos/ Participation	20%
Labs	35%
Unit Exams (3)	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

All dates and assignments are subject to change as needed by class progress.

<u>Dates</u>	<u>Information for Each Week</u>
Week 1 Feb 24 – 29, 2020 <u>Submissions Due</u> <u>11:59 PM Saturday</u>	<u>Introduction to COSC 2311 VC01</u> Review syllabus and tentative schedule, use of LabSim Computer and Internet Basics - (Review Ch 1: 1.1 to 1.7) Introductions in Discussion Board Begin Chapter 2 and complete all labs, videos, activities in sections 2.1-2-4
Week 2 Mar 1- 7, 2020 <u>Submissions Due</u> <u>11:59 PM Saturday</u>	<u>Microsoft Word</u> Microsoft Word (Complete all labs, videos and activities in sections 2.5-2.8) Respond to question(s) on Discussion Board

<u>Dates</u>	<u>Information for Each Week</u>
Holiday – Mar 15-21, 2020	
Week 3 Mar 22 – 28, 2020 <u>Submissions Due</u> <u>11:59 PM Saturday</u>	<u>Microsoft Word</u> Microsoft Word (Complete all labs, videos and activities in 2.9-2.12) Microsoft Discussion Board, continued Microsoft Word End-Chapter Exam
Week 4 Mar 29 – Apr 4, 2020 <u>Submissions Due</u> <u>11:59 PM Saturday</u>	<u>Excel</u> Excel (Complete all labs, videos and activities in 3.1-3.3) Start Excel Discussion Board
Week 5 Apr 5 – 11, 2020 <u>Submissions Due</u> <u>11:59 PM Saturday</u>	<u>Excel</u> Excel (Complete all labs, videos and activities in 3.4-3.6) Excel Discussion Board Microsoft Excel End-Chapter Exam
Week 7 Apr 12– 18, 2020 <u>Submissions Due</u> <u>11:59 PM Saturday</u>	<u>Intro into Microsoft PowerPoint</u> Microsoft PowerPoint (Complete all labs, videos and activities in 4.1-4.4) PowerPoint Discussion Board
Week 8 Apr 19– 24, 2020 <u>Submissions Due</u> <u>11:59 PM Saturday</u>	<u>Microsoft PowerPoint</u> Microsoft PowerPoint (Complete all labs, videos and activities in 4.5-4.9) PowerPoint Discussion Board PowerPoint End-Chapter Exam
Week 9 Apr 26– May 2, 2020 <u>Submissions Due</u>	<u>Microsoft Access</u> Microsoft Access (Complete all labs, videos and activities in 5.1-5.3)

<u>Dates</u>	<u>Information for Each Week</u>
<u>11:59 PM Saturday</u>	Access Discussion Board
Week 10 May 3– 9, 2020 <u>Submissions Due</u> <u>11:59 PM Saturday</u>	<u>Microsoft Access</u> Microsoft Access (Complete all labs, videos and activities in 5.4-5.6) Access Discussion Board Microsoft Access End of Chapter Exam
Week 11 May 10- 14, 2020 <u>Submissions Due</u> <u>11:59 PM Thursday</u>	<u>Practice Certification Exam - available (review)</u> <u>Microsoft Pro Certification Exam</u> TestOut Desktop Office Pro 6x Certification Exam (Word, Excel, PowerPoint) May 7 – 14, 2020 – Scheduled online by instructor

19. ADDITIONAL INFORMATION

You should be able to access your TestOut Courseware from the blackboard portal in week 1 (required to your setup account); and thereafter, through the TestOut site. Your grades will be manually synchronized to the blackboard gradebook.