# "WBUlogo"

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, Computer Applica8ons

# **4. TERM**:

Spring, 2018

# **5. INSTRUCTOR**:

Shannon Newsome

# **6. CONTACT INFORMATION**:

Office phone: (331) 234-7316

WBU Email: Shannon.newsome@wayland.wbu.edu

Cell phone: NA

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

via Email, Discussion Board, voice mail

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

Onoine

# **9. CATALOG DESCRIPTION**:

Enhanced personal produc8vity and problem solving skills using knowledge work tools (spreadsheets, presenta8on graphics, word processing, database management, Internet and electronic mail); use of integrated soWware; design and use of small informa8on systems for individuals and groups. Students have the opportunity at no extra cost to take the Cer8fica8on Exam [Testout Desktop Pro] at the comple8on of the course. Examina8ons available for demonstrated competency - waiver of requirement examina8on, $30; for credit examina8on (advanced standing), 1/3 campus tui8on. Neither examina8on requires a proctor and neither examina8on 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!**

# 12. OPTIONAL MATERIALS

(Fill in from approved Textbook list)

# **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 applica8ons and other computer programs • Format Office applications with templates and theme sets

# • Build presentations with animaton 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**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **TOwX** | **CTwX** | **Discussion Board** | Weekly total |
| **P**oints | 20 | 50 | 30 | 100 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grade | A | B | C | D | F |
| Point Total | 700 - 800 | 600 - 699 | 500 - 599 | 400 - 499 | 0 - 399 |

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.”

**17.2 Late Work Policy:** All projects, homework assignments, and exams are due the night indicated in the course timeline unless previously coordinated with and approved by the instructor. You may turn in assignments early; however, they may not be graded until their actual due date. No late submissions will be considered for credit unless prior authorization from the instructor has been granted.

**17.3 Assignments/Homework:** A schedule of reading assignments, assignment due dates, and exams dates, is listed on Blackboard. Assigned chapters are to be read and assignments completed by midnight, Central

# 18. TENTATIVE SCHEDULE

|  |  |
| --- | --- |
| **Unit** | **#Week(s)** |
| **Intro** | **1** |
| **Word** | **2** |
| **Excel** | **2** |
| **Access** | **2** |
| **PowerPoint** | **1** |

# 19. ADDITIONAL INFORMATION