**Wayland 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.

**Contact Information**

**Course**

: COSC2311-VC02 Computer Applications

**Campus**

: WBUOnline

**Term/Session**

**:** 2023 Spring, 2nd 8 Weeks

**Instructor**

**:** Mrs. Katrina Smith

**Office Phone Number/Cell #**

**:** (806) 729-0851 (cell)

**WBU Email Address**

**:** katrina.m.smith@wayland.wbu.edu

**Office Hours, Building, and Location**

**:** By appointment, requested via email, call, voice mail or text message.

**Class Meeting Time and Location**

**:** Asynchronous – Online in Blackboard. No designated meeting time. Course conducted and completed throughout the week, online, in Blackboard.

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| TestOut Office Pro | TestOut | 1 | 2019 | TestOut | 9781-93508-0718 |

**NOTE:** **The TestOut certification test is required of *all* students! Instructors may decide how to assign points, but *all* students must take the exam.**

***TestOut codes should be purchased prior to the start of class either from the WBU Bookstore or from TestOut company directly. Instructions for purchase will be found in Blackboard under your course content.***

**Optional Materials**

**:** None needed. However, Microsoft Office Full-Length Tutorials on YouTube are a great resource. As a student, you have access to download the full Microsoft Office Suite from your Wayland email account to your computer. It is suggested that you do so in order to more easily complete the shared projects for this course. Installation of the Microsoft Suite will not work on Chromebook computers, but will on all other brands. Most work in this course will be completed in the TestOut online lab simulation. If you cannot download the Microsoft Office Suite to your computer, the shared projects can be completed with the Microsoft Office Web version available in your Wayland email account.

**Other required Information you need to have available for class:**

WBU Blackboard login and password; WBU Email account activated and checked on a continuing basis. WBU student email is the official form of communication between the University and students. Email communication via the email app in Blackboard is recommended as it will keep a record of your communication.

**Course Information**

**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: 1) waiver of requirement examination, TestOut Assessment Exam fee; or 2) for credit examination (advanced standing), 1/3 campus tuition and TestOut Assessment Exam fee. Neither examination requires a proctor and neither examination is appealable. Students seeking credit for COSC 2311 via the TestOut exam will receive a grade of Credit upon passing the TestOut examination, or No Credit if the student fails the TestOut examination. If a student fails the TestOut exam, the student must take COSC 2311.

**Prerequisite:**

None

**Course Outcome 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

**Attendance Requirements**

**WBUonline**

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation 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 class as a participation grade, and must be completed by midnight **April 2, 2023** to establish attendance for purposes of university census. Since this is an online course, attendance for this course is determined by active participation in assigned activities in Blackboard and TestOut.

**University Policies**

**Statement on Plagiarism and 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.

**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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call 1-866-547-9192 for

24/7 Blackboard Support.

**Student Grade Appeals**

**:** 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 to the 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.

**Course Requirements and Grading Criteria**

**Assignments:** A schedule of reading/video assignments, assignment due dates, and exams dates is listed in 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. **As this is only an eight-week course, it is important that you constantly keep up with your assignments.**

**Shared Document Assignments:** Access to documents in a OneDrive shared folder for this class, and available to download from Blackboard, will be available at the beginning of the week the shared assignment is due. Completion of the required activities is due by midnight Saturday in the week it is assigned. OneDrive is an online cloud file storage feature available in your Wayland Student email account, along with access to Word, Excel, PowerPoint and other Microsoft Office applications online and available for download for free as a WBU student.

**Labs:** 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 and make completion of the assignments and tests much easier. They contain good information and will prepare you for the assignments. More information will be provided in Blackboard. All work submitted must be your own.

**Final Exam:**  The final exam will be a comprehensive exam over everything covered in this course during the semester on Word, Excel and PowerPoint.

**Grades:** Grades will be based on students’ preparation and participation in class assignments, TestOut assignments, and exams.

|  |  |
| --- | --- |
| **Requirement** | **Percent of Grade** |
| Weekly Labs/Exams | 40% |
| Shared Document Assignments | 20% |
| Certification Exam | 40% |
| **Total** | **100%** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Grading Scale** | | | |
| **Total Points** | **Letter Grade** | **Percent Equivalent** | **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 | Below 60 | 0.0 |

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

**(Calendar, Topics, Assignments). Schedule may be adjusted as needed.**

**Spring 2023 2nd 8 Week Session begins online on Monday, March 27, 2023 and ends on Saturday, May 20, 2023. All assignments and exams must be completed by midnight, May 20, 2023.**

|  |  |  |
| --- | --- | --- |
| **Week** | **Assignments** | **Due Date** |
| **Week 1**  March 27th – April 2nd | Introduction to the course - Getting Started Info. 0.1 - 0.6  Participation assignment  TestOut 1.01 - 1.5 Online Essentials  TestOut 2.1 - 2.8 Computer Essentials  TestOut 3.1 - 3.5 Common Office Features | 4-2-2023  11:59 pm |
| **Week 2**  April 3rd – 9th | Testout 4.1 - 4.4 Microsoft Word  TestOut 4.5 - 4.9 Microsoft Word | 4-9-2023  11:59 pm |
| **Week 3**  April 10th – 16th | TestOut 4.10 - 4.13 Microsoft Word  1st Shared Document – Word  Word Review  TestOut Word Exam | 4-16-2023  11:59 pm |
| **Week 4**  April 17th – 23rd | TestOut 5.1 - 5.5 Microsoft Excel  TestOut 5.6 - 5.7 Microsoft Excel | 4-23-2023  11:59 pm |
| **Week 5**  April 24 – 30th | TestOut 5.8 - 5.10 Microsoft Excel  2nd Shared Document – Excel 2  Excel Review  TestOut Excel Exam | 4-30-2023  11:59 pm |
| **Week 6**  May 1st – 7th | TestOut 6.1 - 6.10 Microsoft PowerPoint | 5-7-2023  11:59 pm |
| **Week 7**  May 8th – 14th | 3rd Shared Document – PowerPoint  PowerPoint Review  Testout PowerPoint Exam  TestOut 7.1 - 7.6 MS Access | 5-14-2023  11:59 pm |
| **Week 8**  May 15th - 20th | TestOut 8.1 - 8.5 Microsoft Outlook  Review for Final  **Final Exam: TestOut Certification Exam** | 5-20-2023  11:59 pm |

**Additional Information**

The schedule above shows the assignments for the class broken out by week. We will adhere to this schedule as much as possible; however, it may be subject to change. If a student is unable to complete assignments by the due date, the student needs to communicate the issue to the instructor to try and work out a resolution. Students may turn in their work early and work ahead, as this is an online course. It is most important to have the assignments done by the designated due date. **Assignments not submitted by deadline will be given a grade of zero.**

**Submitting the work of another student or having someone else do your assignment for you:**

* First instance results in a grade of zero for that assignment
* Second instance results in a grade of “F” for the term.
* If a student misses a class, it is their responsibility to check Blackboard and complete any lab assignments before the due date. All lab assignments are due on Saturday at midnight.

**Contacting the Instructor:** When contacting the instructor by phone, email or text, please provide your first and last name, a description of your need and the best method to contact you, along with a best time to contact you, if appropriate.

**Late Work Policy:**

All assignments and exams are due by the end of the day on the Sunday of the week assigned in the schedule, except for the last week of class. For the last week of class, assignments will be due by Saturday, end of day. You may turn in assignments early and may attempt assignments as many times as you wish. Testout will keep your highest grade and that is the grade that will be recorded for you on the assignment. A grade of zero (0) may be recorded for any assignment not completed by the due date. A grade of zero may be replaced with no penalty when the assignment has been completed and verified by the instructor. All grades for assignments and end of Chapter exams are final at the end of the day **(midnight), May 20, 2023**, no exceptions. If you have any questions about grades or assignments, contact your instructor.

**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 students are expected to have access to the Internet and possess adequate computer skills to email the instructor with questions as needed. The Wayland student email is the only method of email communication that will be used. Therefore, it is important that you activate your Wayland student email account and check it regularly.

**Practice Exams:** Under the main menu in TestOut (three lines in upper right-hand corner of screen), there are Practice Exams for each application, such as Word, Excel and PowerPoint, along with a practice exam for the Certification (Final) exam. (Under the Office Pro Practice Exams section). Practicing on these exams will help you prepare for the actual exams and are a good tool for preparing for the exam. If you need help finding them, email the instructor.

**Final Instruction**:

If you have read this far, email the instructor at [katrina.m.smith@wayland.wbu.edu](mailto:katrina.m.smith@wayland.wbu.edu) from your Wayland student email account. Put the words “Got It!” in the subject line and make sure your first and last name is in the email. You will receive a grade of 100, which will be included in your Homework percentage, if the email is sent by **April 2, 2023**. Technology failure is not an acceptable excuse for missed or late work. Assignments can be completed via your phone, your computer, a computer at the local library, or the computer lab at a WBU campus location, so it is a good idea to have a plan to complete your assignments on time if you will be away from home. This is a short eight-week term, so it can be very hard to catch up if you get behind. Have a good semester!