**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**

: COSC 2311 VC02 – Computer Applications

**Campus**

: WBUonline

**Term/Session**

**:** Spring 2024 2nd 8wks

**Instructor**

**:** Professor Isauro Gutierrez

**Office Phone Number/Cell #**

**:** 806-296-1141

**WBU Email Address**

**:** Isauro.gutierrez@wayland.wbu.edu

**Office Hours, Building, and Location**

**:** Call, Text, or Email for appointment

**Class Meeting Time and Location**

**:** Online

**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

**Textbook Information**

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

**:**

| **BOOK** | **AUTHOR** | **Ver** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| TestOut Office Pro  | TestOut  | 8 | 2023 | 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 courseware MUST be purchased and utilized to pass this class”**

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Optional Materials**

**:** <<List optional materials recommended to enhance student learning>>

**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.

**University Policies**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**Artificial Intelligence:** reference one of the following in regard to how generative artificial intelligence (GAI) such as ChatGPT may or may not be used in this course: Choose A, B or C and delete the others.

* 1. **Generative AI tools permitted in specific context and with proper citations.**
		1. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
		2. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate content must be properly referenced and cited.
		3. Specific parameters for generative AI usage are provided by the instructor.
		4. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria**

|  |  |
| --- | --- |
| **Requirement** | **Percent of Grade** |
|  Discussion  | 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 |

**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.

**Tentative Schedule**

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| --- | --- |
| Week 1Mar 25 - 30***Submissions Due*** ***11:59 PM Saturday*** ***March 30*** | **Introduction to COSC 2311 VC02 Term Dates Mar 25 to May 18****Review syllabus and tentative schedule, use of LabSim****Common Office Features and Intro to Word****(Go over 3.1 to 4.3)****Introductions in Discussion Board** |
| Week 2Mar 31 – Apr 6***Submissions Due*** ***11:59 PM Saturday*** ***April 6*** | **Microsoft Word** **Microsoft Word (Go over 4.4 -4.8)****Microsoft Discussion Board** |
| Week 3Apr 7 - 13***Submissions Due*** ***11:59 PM Saturday*** ***April 13*** | **Microsoft Word** **Microsoft Word (Go over 4.9 – 5.2)****Exam for Word****Microsoft Word Discussion Board, continued****Intro into Microsoft Excel** |
| Week 4Apr 14 - 20***Submissions Due*** ***11:59 PM Saturday******April 20*** | **Microsoft Excel****Excel (Go over 5.3 - 5.7)****Start Excel Discussion Board** |
| Week 5Apr 21 - 27***Submissions Due*** ***11:59 PM Saturday*** ***April 27*** | **Excel****Excel (Go over 5.8 – 6.3)****Excel Exam****Excel Discussion Board****Intro into Microsoft PowerPoint** |
| Week 6Apr 28 – May 4***Submissions Due*** ***11:59 PM Saturday*** ***May 4*** | **Microsoft PowerPoint****PowerPoint (Go over 6.4 - 6.10)****PowerPoint Discussion Board****PowerPoint Exam**  |
| Week 7May 5 – 11***Submissions Due*** ***11:59 PM Saturday******May 11*** | **Microsoft Access****Microsoft Access (Go over 7.1 – 7.6)****Access Discussion Board****Access Exam** |
| Week 8May 12 - 18***Submissions Due*** ***11:59 PM Saturday*** ***May 18*** |  **Introduction to Outlook** **Microsoft Outlook (Go over 8.1 – 8.5)****Pro-Certification Exam** |

**Additional Information**

<<Section can be deleted if not needed>>