



WAYLAND BAPTIST UNIVERSITY  
VIRTUAL CAMPUS  
SCHOOL OF BUSINESS

SYLLABUS

1. 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.
2. Course: **COSC 2311 – VC02**, Computer Applications
3. Term: SUMMER 2017
4. Instructor: Mr. Richard A. Warren
5. Office Phone and Wayland Email Address:  
[cosc2311@gmail.com](mailto:cosc2311@gmail.com)  
[Richard.warren@wayland.wbu.edu](mailto:Richard.warren@wayland.wbu.edu)  
Phone number posted on Blackboard course, “Do This First” page.
6. Office Hours, Building, and Location: I can be reached by phone Mon-Fri after 4 p.m. CST at the phone number posted in the “Do This First” information page and Welcome Announcement on the Blackboard course.
7. Class Meeting Time and Location: There are no set class meetings. Students are required to complete assigned work found on the syllabus at the time specified and must contact instructor via e-mail at least once per week for attendance purposes.
8. 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. 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.
9. Prerequisites: None
10. Required Textbook and Resources:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<a href="#">TestOut Office Pro LabSim</a>	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.**

Enclosed in the TestOut Office Pro package, purchased through the Book Store, includes an Access Code for registration through Blackboard. The TestOut is an online training course with modules that prepare you for successful completion of the course outcome competencies. No specific Office product is required for this course.

## 11. Optional Materials:

Although no specific Office product is required for the course, TestOut recommended hardware and operating system specifications will enhance performance and responses with the TestOut Office Pro portal training modules: Refer to the following URL - <http://www.testout.com/home/support/product-faqs>

## 12. Course Outcome Competencies:

1. Understand how Microsoft Office applications work with the computer's hardware and other software
2. Demonstrate efficiency in using external document sharing and storage technologies
3. Create, modify, rename, and move documents created in Office applications
4. Analyze, filter, format, and sort data in Excel and Access, and use charts and graphs to present information
5. Import and export data between Office applications and other computer programs
6. Format Office applications with templates and theme sets
7. Create citations and bibliographies in Microsoft Word
8. Build presentations with animation in Microsoft PowerPoint

13. Attendance Requirements: There are no regularly scheduled meetings for this class. Rather, student participation through several actions in combination are considered attendance. Students enrolled in this class must make every effort to submit homework and labs on time. Due dates for each assignment is listed on the Blackboard Assignment page. All non-participation in course activities will be explained to the instructor. Any student, who misses 25% or more of the scheduled assignments, will receive an unsatisfactory progress report, which will be filed with the campus dean. Missing 25% or more of the scheduled assignments will result in a grade of "F" for the course. Attendance is accomplished by (a) submitting weekly email to your instructor, (b) completing Discussion Forum Questions, and (c) submission of work assignment. Accomplishing just one of the mentioned attendance action does not constitute attendance, all action are required. Lack of attendance will be recorded and reported. Failure to fulfill attendance requirements will have grave effects.

The following information concerning attendance is from Wayland Baptist University Policy 8.4.2

**Online Students** - 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 3 or more weeks of an 11-week term, 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 term, 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.

Student/Instructor interaction will take the forms of a minimum of once weekly correspondence via E-Mail. Students will forward their E-mail address to the instructor within the first week of the semester for the course and ensure that Virtual Campus has the most current E-mail address. Obtaining an E-mail address is the responsibility of the student. You should already have your Wayland Baptist University e-mail account activated.

14. **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.
15. **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 for 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."
16. **Course Requirements and Grading Criteria:**

NUMERIC COURSE GRADE (out of 100 %)

Final (Certification) Exam-----20  
End of Chapter Exams (4) -----40%  
Labs -----30%  
Discussion Board-----10%

LETTER GRADE DETERMINATION:

The following table will be used in converting your numeric grade into an official letter grade for the course:

90--100	80—89	70—79	60—69	0--59
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>

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 Executive Vice President/Provost 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.

17. Tentative Schedule: (Calendar, Topics, Assignments)

***Summary Schedule of Due Dates***

***WEEKLY ASSIGNMENT SCHEDULE***

***May 29, 2017 – August 12, 2017***

**Week One** *Due: NLT June 2, 2017 at 11:59 pm*

Review all pages on Blackboard

Complete “Do This First” Instructions

***Complete Registration – TestOut Through Blackboard***

Setup user account through Blackboard for the TestOut Labs

- Click on the Course Content Menu item
- Open “Getting Started Information”
- Open Video: “Introduction to Office Pro”
- Complete registration at “Sign up”
- \*\* Complete the “Getting Started Information Section”
- \*\* Submit your “Introduction” Discussion Board

**Week Two** *Due NLT June 11, 2017 at 11:59 pm*

***1.0 Computer Basics***

- Complete 1.0 Computer Basics
- Complete the associated Chapter Labs

**Week Three** *Due NLT June 18, 2017 at 11:59 pm*

***2.0 Microsoft Word***

- Complete parts 2.1 through 2.6
- Complete associated chapter labs
- Post to Discussion Board

**Week Four** *Due NLT June 25, 2017 at 11:59 pm*

***2.0 Microsoft Word***

- Complete parts 2.7 through 2.12
- Complete associated chapter labs

**Week Five** *Due NLT July 2, 2017 at 11:59 pm*

***WORD AND EXCEL EOCs are open***

***3.0 Microsoft Excel***

- Complete parts 3.1 through 3.5
- Complete associated **chapter labs & Word EOC**
- Post to Discussion Board

- Week Six**     *Due NLT July 9, 2017 at 11:59 pm*  
*3.0 Microsoft Excel*
- Complete parts 3.6 through 3.9
  - Complete associated **chapter labs & Excel EOC**
- Week Seven**     *Due NLT July 16, 2017 at 11:59 pm*  
*4.0 Microsoft PowerPoint*
- Complete parts 4.1 through 4.5
  - Complete associated chapter labs
- Week Eight**     *Due NLT July 23, 2017, at 11:59 pm*  
*POWERPOINT AND ACCESS EOC are open*  
*4.0 Microsoft PowerPoint*
- Complete parts 4.6 through 4.9
  - Complete associated **chapter labs & PowerPoint EOC**
  - Post to Discussion Board
- Week Nine**     *Due NLT July 30, 2017 at 11:59 pm*  
*5.0 Microsoft Access*
- Complete part 5.1 through 5.3
  - Complete associated chapter labs
- Week Ten**     *Due NLT August 6, 2017, 2016 11:59 pm*  
*5.0 Microsoft Access*
- Complete parts 5.4 through 5.6
  - Complete associated chapter labs
  - Complete Access End of Chapter Exam (EOC)
  - **Post to Discussion Board**
- Week Eleven**     *Due NLT August 12, 2017 at 11:59 pm*

**This is the Week of Final Exam/Certification on TestOut**

**\*\* Complete TestOut Certification Exam on TestOut Portal \*\*.**

18. Additional information:

**ACADEMIC HONESTY:**

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct, for which a student is subject to penalty, includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.)

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanctions to any student involved. The penalties, which may be applied to individual cases of academic dishonesty, include one or more of the following:

1. Written reprimand.
2. Requirement to redo work in question.
3. Requirement to submit additional work.
4. Lowering of grade on the work in question.
5. Assigning the grade of F to work in question.
6. Assigning the grade of F for the course.
7. Recommendation for more severe punishment. (See Student Handbook for further information).

The faculty member involved will file a record of the offense and the punishment imposed with the division chair and the Vice President for Academic Services/Graduate Studies. The Vice President for Academic Services/Graduate Studies will maintain records of all cases of academic dishonesty reported for not more than two years.

#### **UNDERGRADUATE POLICIES, PROCEDURES, AND PROGRAMS 80**

Any student, who is penalized for academic dishonesty, has the right to appeal the judgment, or the penalty assessed. The appeals procedure will be the same as that specified for student grade appeals see page 84. (See, Student Handbook for further information.)