



**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**– VC03 – Computer Applications
3. Term: Summer 2017
4. Instructor: Dr. Kenroy C. Wedderburn
5. Office Phone Number and WBU Email Address: Office Phone: 806-291-1024; Email address wedderburnk@wbu.edu
6. Office Hours, Building, and Location: Online and phone.
7. Class Meeting Time and Location: Online
8. Catalog Description: Students with computer competency will learn to enhance their personal productivity and problem solving skills using knowledge work tools (spreadsheets, presentation graphics, word processing, Internet and electronic mail) expected of end users. Students will improve their skills as knowledge workers through effective and efficient use of integrated software. Information technologies will be applied to problem situations by design and use of small information systems for individuals and groups.
9. Prerequisites: Documented Computer Competency; transcribed course(s), passing the ACAC 0303 examination, or passing ACAC 0303.
10. Required Textbook and Resources:
 - i) Working computer and networking equipment to conduct self-paced lab simulations.
 - ii) Students are **required** to purchase the Testout software required for the course. The academic price for this software is \$109. The promotion code that must be entered is: **14-232TA**
This is required for this course:

BOOK/RESOURCE	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
TestOut Desktop Pro	Testout	1st	2016	TestOut	9781-93508-0527	

******* NOTE – Do not purchase Desktop Pro Plus for this course. Purchase Desktop Pro!**

Purchase ONLY from Testout at <http://www.testout.com>

Student instruction to create Testout account after the purchase of Desktop Pro Activation Code

- i. From www.testout.com click “Sign Up” button.
- ii. Create Account with unique Login name and enter the LabSim16-digit Activation Code you have purchased.
- iii. You will need to enter answers for 3 Security Questions and press Secure Account. (This process is if you forget login or password in the future) On Home page of Testout account press “Join School” and search for (Wayland Baptist University). Skip this step if this school name already shows on your Testout account as My Classes (Wayland Baptist University).
- iv. Under My Classes click “Enroll” button to enroll in a class.
- v. Find Teacher name (Dr. Kenroy Wedderburn) and press Select.
- vi. From Class List find the name of class “**COSC 2311**– Summer 2017 VC03 – Computer Applications” and then press Enroll, and Yes to confirm enrolling in this class
- vii. The enrolled class will then display under My Classes on your Testout Home page.

11. Optional Materials: None

12. Course Outcome Competencies: Gain an understanding of the personal computer, components, and operating systems. Demonstrate a basic ability to use Microsoft’s Office 2013 applications. The following lists the expected outcome competencies:

Computer and Internet Basics

Computer Hardware
 The Windows Operating System
 File Management
 Networking and System Updates
 Online Safety and Security
 Microsoft Office Application Features

Microsoft Word

Introduction to Word
 Creating Documents
 Managing and Printing Documents
 Modifying Fonts
 Formatting Paragraphs
 Formatting Pages
 Editing Documents
 Inserting Illustrations and Other Elements
 Creating and Formatting Tables
 Using Themes, Styles, and Templates
 Managing References
 Managing Headers, Footers, and Sections

Microsoft Excel

Introduction to Excel

- Creating and Managing Workbooks
- Organizing and Entering Data
- Changing Properties and Printing Worksheets
- Formatting Cells
- Entering Simple Formulas
- Using Advanced Functions
- Analyzing Data in Charts
- Analyzing Data in Tables

Microsoft PowerPoint

- Introduction to PowerPoint
- Creating and Managing Presentations
- Formatting Textual Content
- Designing Slides
- Using the Slide Master
- Formatting Illustrations and Tables
- Formatting Pictures and Other Media
- Applying Animations and Transitions
- Delivering Presentations

Microsoft Access

- Introduction to Access
- Managing Databases
- Designing and Creating Tables
- Using Simple Queries
- Creating Forms
- Creating Reports

13. Schedule

<u>Week</u>	Topics to Cover in Testout	Sections with Applied Labs to be Completed	Applied Labs Due Date
1 May 29- June 3	Orientation	<ul style="list-style-type: none"> - Submit Orientation Email by June 3rd - Purchase and setup Testout by June 3rd 	
2 June 5 – 10	Computer & Internet Basics	1.1; 1.2; 1.3	Sat June 10 @ 12 midnight
3 June 12 - 17		1.4; 1.5; 1.6	Sat Jun 17 @ 12 midnight
4 June 19 - 24	Microsoft Word	2.2; 2.3; 2.4; 2.5; 2.6; 2.7	Sat Jun 24 @ 12 midnight
5 June 26 – July 1		2.8; 2.9; 2.10; 2.11; 2.12	Sat Jul 1 @ 12 midnight
6 July 3 - 8	Microsoft Excel	3.2; 3.3; 3.4; 3.5	Sat Jul 8 @ 12 midnight
7 July 10 - 15		3.6; 3.7; 3.8; 3.9	Sat Jul 15 @ 12 midnight
8 July 17 - 22	Microsoft PowerPoint	4.2; 4.3; 4.4; 4.5	Sat Jul 22 @ 12 midnight
9 July 24 - 29		4.6; 4.7; 4.8; 4.9	Sat Jul 29 @ 12 midnight
10 July 31 – Aug 5	Microsoft Access	5.3; 5.4	Sat Aug 5 @ 12 midnight

11 Aug 7 - 12		5.5; 5.6	Sat Aug 12 @ 12 midnight
------------------	--	----------	-----------------------------

14. Additional Course Requirements

Once you have read and understood everything contained in the syllabus, you are required to submit an email containing all of the following:

1. Your Full Name
2. Term: Spring 2017
3. Course Number and Section (COSC2311 Summer 2017 VC03)
4. Date
5. A Statement of Understanding as follows:

"I have read the syllabus for this course. I understand the course requirements and procedures. Since grades are an indicator of personal effort and performance, I understand that it is my responsibility to earn the grade I desire in this class. " (This statement must be verbatim.)

15. Attendance Requirements: There are no set class meetings. Students are expected to complete assigned work found on the syllabus at the time specified.

16. Disability Statement: "It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university."

17: Course Requirements and Grading Criteria: Grades are based on the percentage of points possible.

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 59 and below = F

All assignments and exams will be based on, and within the Testout software.

The Testout simulation software provides video and text tutorials of all topics. The simulation also provides Skills Labs, Challenge Labs and Applied Labs. Students are encouraged to do all of these labs. However, you are REQUIRED to do the applied labs from which your grades will applied to this course.

The grades for this course will be solely from the Applied Labs for this course.

You are REQUIRED to follow the schedule listed in Section 13 of this document for completion of the Applied Labs. The third and fourth columns indicate the Applied Labs due and the Due Dates respectively. You must complete these assignments by the stipulated dates. **Completion after the due dates WILL attract a 10% (of the total grade for the late Lab) PER WEEK late deduction.**

Note that no late lab will be allowed after the end of the semester.

The Applied Labs indicated in the third column indicate the Section number only – and there may be more than one Applied Lab per section – you MUST do ALL Applied Labs. For example, the first Section for

Applied Labs to be completed in the schedule is 1.1. This means that all Applied Labs in Section 1.1 are to be completed. In this particular case there are four Applied Labs – 1.1.13, 1.1.14, 1.1.15 and 1.1.16.

18. Protection and Appeal

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.

19. 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