

## Wayland Mission Statement

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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

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**Course:** COSC2311- VC01 Computer Applications

**Campus:** WBU Online

**Term/Session:** Summer 2022

**Instructor:** Isauro Gutierrez

**Office Phone Number/Cell #:** 806-296-1141

**WBU Email Address:** the [Isauro.gutierrez@wayland.wbu.edu](mailto:Isauro.gutierrez@wayland.wbu.edu) to be utilized in this class

**Office Hours, Building, and Location:** Online Call or Text or Email for Appointment

**Class Meeting Time and Location:** Weekly Online

## Textbook Information

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**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.

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

**Optional Materials:** None

## Course Information

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### 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

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### 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

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**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, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**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

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- **Assignments:** Assignments will be assigned throughout the semester. These will be assigned in Blackboard and will utilize LabSim. If you miss due date, make sure you contact the instructor for your assignment. Assignments not turned in will automatically be given a zero grade.
- **Participation/Attendance:** Discussion Board: 5 topics, must have initial post and respond to 2 other students. This will be based off your attendance and participation in Blackboard and in LabSim.
- **Skills Assessments:** The LabSim program offers a variety of videos and other helpful online assessments to help you understand the material. By completing these assessments, it will help you be able to complete the online assignments, and the certification, if you prefer.
- **Unit Exams:** The purpose of each exam will be to test the knowledge and understanding of the materials presented in each unit. There will be 4 unit exams.

- **Labs:** During the semester, you will be required to complete a variety of labs in the LabSim program. These labs will help you understand the material more in depth, while helping you prepare for your exams, finals and potential office certification.
- **Final Exam:** The final exam will be a comprehensive exam over Word, Excel and PowerPoint covered in this course during the semester.
- **Grades:** Grades will be based on students' preparation and participation in class assignments, LabSim, class discussion boards, attendance, and exams.

**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

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Week 1 May 30 – June 5 <u>Submissions Due</u> <u>11:59 PM Sunday</u> <u>June 5</u>	<u>Introduction to COSC 2311 VC01 Term Dates May 30 – July 23</u> <b>Review syllabus and tentative schedule, use of LabSim</b> <b>Common Office Features and Intro to Word</b> <b>(Go over 3.1 to 4.3)</b> <b>Introductions in Discussion Board</b>
Week 2 June 6 - 12 <u>Submissions Due</u> <u>11:59 PM Sunday</u> <u>June 12</u>	<u>Microsoft Word</u> <b>Microsoft Word (Go over 4.4 -4.8)</b> <b>Microsoft Discussion Board</b>

<p>Week 3 June 13 - 19 <b><u>Submissions Due</u></b> <b><u>11:59 PM Sunday</u></b> <b><u>June 19</u></b></p>	<p><b><u>Microsoft Word</u></b> Microsoft Word (Go over 4.9 – 5.2) Exam for Word Microsoft Word Discussion Board, continued <b><u>Intro into Microsoft Excel</u></b></p>
<p>Week 4 June 20 - 26 <b><u>Submissions Due</u></b> <b><u>11:59 PM Sunday</u></b> <b><u>June 26</u></b></p>	<p><b><u>Microsoft Excel</u></b> Excel (Go over 5.3 - 5.7) Start Excel Discussion Board</p>
<p>Week 5 June 27 – July 3 <b><u>Submissions Due</u></b> <b><u>11:59 PM Sunday</u></b> <b><u>July 3</u></b></p>	<p><b><u>Excel</u></b> Excel (Go over 5.8 – 6.3) Excel Exam Excel Discussion Board <b><u>Intro into Microsoft PowerPoint</u></b></p>
<p>Week 6 July 4 - 10 <b><u>Submissions Due</u></b> <b><u>11:59 PM Sunday</u></b> <b><u>June 10</u></b></p>	<p><b><u>Microsoft PowerPoint</u></b> PowerPoint (Go over 6.4 - 6.10) PowerPoint Discussion Board PowerPoint Exam</p>
<p>Week 7 July 11 - 17 <b><u>Submissions Due</u></b> <b><u>11:59 PM Sunday</u></b> <b><u>July 17</u></b></p>	<p><b><u>Microsoft Access</u></b> Microsoft Access (Go over 7.1 – 7.6) Access Discussion Board Access Exam</p>

<p>Week 8 July 18 - 23 <b><u>Submissions Due</u></b> <b><u>11:59 PM Saturday</u></b> <b><u>July 23</u></b></p>	<p><b><u>Introduction to Outlook</u></b> <b>Microsoft Outlook (Go over 8.1 – 8.5)</b> <b>Pro-Certification Exam</b> Please, note the term ends Saturday July 23<sup>rd</sup></p>
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## **Additional Information**

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Communication is key to the success of this online course. Email or call if and when situations occur concerning not able to meet the deadlines.

Ensure you gain the TestOut Access Code in the first week. Instructions can be found in Blackboard.