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-Sum8WKS 2022 VC02   Computer Applications

Campus: WBUonline

Term/Session: Summer 2022

Instructor: Ms. Sally Quiroz

Office Phone Number/Cell #: Office 806-291-3702   Cell 806-291-3702

WBU Email Address: sally.quiroz@wbu.edu

Office Hours, Building, and Location: By appointment

Class Meeting Time and Location: Online

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.

*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: As provided in Blackboard

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.

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, Dr. Trish Ritschel-Trifilo, 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 <u>final</u> 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: Scheduled reading/video assignments, assignment due dates, and exams dates, are listed in Weekly Assignment Folders in Blackboard. Assigned chapters are to be read, videos viewed and assignments completed by midnight, Central Standard Time, on Saturday night at the end of each week. The course is designed to run from Sunday morning to midnight the following Saturday. Weekly assignment grades are posted to the Blackboard gradebook automatically.

Shared Document Assignments: Access to documents in a OneDrive shared folder will be available at the beginning of the week it is due and must be completed in Office Online. Completion of the required activities is due by midnight Saturday in the week it is assigned. Grades for the shared document assignments will be posted by the end of the week following when they are due.

The required reading and videos are essential to this course. Your use of all materials and progress may be monitored to verify active participation in the course. All work submitted must be your own.

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Assignments are weighted as follows:

Weekly Labs/Exams	40%
Shared Document Assignments	20%
Certification Exam	40%
Total	**100%**

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

Week 1 May 30 – June 4	Introduction to the course. Participation/attendance assignment TestOut 1.01-1.5 Online Essentials TestOut 2.1-2.8 Computer Essentials TestOut 3.1-3.5 Common Office Features
Week 2 June 5 - 11	TestOut4.1-4.9 MS Word
Week 3 June 12 - 18	TestOut 4.10 – 4.13 MSWord 1st Shared Document – Word
Week 4 June 19 - 25	TestOut 8.1-8.5 MS Outlook TestOut Word Exam
Week 5 June 26 – July 2	TestOut 5.1-5.6 MS Excel
Week 6 July 3 - 9	TestOut 5.7-5.11 MS Excel 2nd Shared Document – Excel 2 TestOut Excel Exam TestOut 7.1-7.7 MS Access
Week 7 July 10 - 16	TestOut 6.1-6.10 MS PowerPoint 3rd Shared Document – PowerPoint TestOut PowerPoint Exam

Week 8 July 17 - 23	Review Final Exam: TestOut Certification Exam

Additional Information

Contacting the Instructor
When attempting to phone, email, or text the instructor, please give your first and last names. Feel free to contact me anytime. However, understand that my reply may be delayed depending on time of day. Sunday is my day off so responses by me may not be returned until Monday.

Late Work Policy
All assignments and exams are due by the end of day on the Saturday of the week assigned in the timeline. You may turn in assignments early and may attempt assignments as many times as you wish. The highest grade of all attempts will be recorded. A grade of 0 is calculated by the grade book until the assignment has been completed and the grade posted from TestOut. Late assignment may be completed with no grade penalty. All grades for assignments and End-of-chapter exams are final at the end of day May 5, 2022, no exceptions. If you have any questions about grades, contact your instructor.

Methods of Instruction: The students in this online course will learn from a variety of instructional formats; including required readings, homework assignments, class shared documents, and various media types.

Format: This is an online course, and you are expected to have access to the Internet and possess adequate computer skills to e-mail the instructor with questions about assignments. If you've read this far, email the instructor from your wayland.wbu.edu email account with the words "Got It!" in the subject line as part of your participation/attendance assignment. Technology failure is not an acceptable excuse for missed or late work. Develop an alternative before you may need one (just a thought!).