

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 – Computer Applications

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 small groups. An Advance Standing Examination is available for demonstrated competency: (must be completed through WBU, only once). 1) waiver of requirement examination, Course Assessment Exam fee; or 2) for credit examination (advanced standing), 1/3 campus tuition and Course Assessment Exam fee. Neither examination requires a proctor and neither examination is appealable. Students seeking credit for COSC 2311 via the course exam will receive a grade of Credit upon passing the examination, or No Credit if the student fails the course examination. If a student fails the examination, the student must take COSC 2311.

Prerequisite:

None

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Exploring Microsoft 365 with MyLab</u>	Mulberry	1st	2026	Pearson	9780-13541-8710

*This course is part of the **Pioneer Academic Access Program**. You will have access to an eBook, access code, and interactive learning material on the first day of class through your Blackboard course site. You will be notified via email with access instructions and additional information. If the course requires a physical book you can order at bookstore.wbu.edu. You can choose to opt-out, however if you do you will lose access to **EVERY class/material** and have to source through third party vendors.*

Course Outcome Competencies:

- Demonstrate efficiency in using external document sharing and storage technologies
- Analyze, filter, format, and sort data in Word and Excel, and use charts and graphs to present information

- Import and export data between Office applications
- Format Office applications with templates and theme sets
- Build presentations with animation in 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](#)

Artificial Intelligence


No use of any generative AI tools permitted.


- i. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
- ii. All assignments must be fully created, designed, and prepared by the student(s).
- iii. Any work that uses generative AI will be treated as plagiarism.


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

-  Weekly Discussion Posts: You will be required to complete three (3) discussion posts using Blackboard per week as assigned in accordance with the syllabus. Discussion questions are required to be posted NO later than midnight (Central Standard Time (CST)) on Thursday of the assigned week. Additionally, each student is required to reply to the responses of at least TWO other students no later than midnight (CST) on Sunday of the assigned week to engage and influence forward thinking, class involvement, and academic discussion.
 - Initial Discussion Posts: These posts must be a minimum of 5-7 sentences in length. You must use textual evidence from **MyLab IT** to support your response in APA format. This means you are required to have an in-text citations and a reference at the end of your work.
 - In-Text citation when using a quote – “...” (Lane et al., 2022, p.456).
 - In-Text citation when summarizing an area of the book – at the end of your statement (Lane et al., 2022).
 - Reference will be placed at the end of your work
 - Response to Peers: These posts must be a minimum of 3-5 sentences to receive credit. Using phrases such as: Good Job! I agree! ... do not count toward your minimum length requirement stated above.

-  Faith Integration Assignment: The students will be required to complete a faith integration assignment. All instructions, a template, and a rubric will be included in the course to guide the student.

 **MyLab IT Labs:** You will be assigned program exercises periodically throughout the semester. These will allow you to take your videos and factsheets and incorporate your understanding of the material with the completion of labs. All MyLab IT Labs are due NO later than Sunday at 11:59 PM CST of the assigned week. **All submissions must be through Blackboard; NO work will be accepted by email.**

-  Practice Exams: There will be 1 Practice Exam with multiple available attempts.
-  Final Exam: The final exam will cover ALL the material learned during the course, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

Requirement	Percent of Grade
Weekly DQ Posts	10 %
Faith Integration Assignment	10 %
MyLab IT Labs	25 %
Practice Exam	25 %
Final Exam	30 %

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.

Schedule

Week 1	<p>Introduction to course: This will include a syllabus agreement, introduction discussion (about me DQ), RFA Walk the student through blackboard and explain how MyLab IT Works</p> <p>Begin Microsoft Office 2025 Chapter 1 - Common Features: Take the First Step (Work with Microsoft 365 files, Format File Content, and Modify File Layout and Properties)</p>
Week 2	<p>Begin Word: Chapter 1 - Introduction to Word: Organize a Document (Document Basics, Format a Document, and Document Preparation and Distribution) Word: Chapter 2 - Document Presentation: Document Appearance and Graphics (Format Text and Paragraphs, and Graphic Objects) DQ 1 –</p>
Week 3	<p>Continue Word: Chapter 3 - Document Productivity: Work with Tables and Mail Merge (Tables, Advanced Table Features, and Mail Merge). Word: Chapter 4 - Research and Collaboration: Produce Professional Papers (Research Paper Basics, Document Tracking, and Online Document Storage and Collaboration) Integration of Faith Paper DQ 2 –</p>
Week 4	<p>Begin Excel: Chapter 1 - Introduction to Excel: Workbook and Worksheet Basics (Introduction to Spreadsheets, Mathematical Operations and Formulas, Worksheet Structure and Clipboard Tasks, Worksheet Formats, and Worksheet Management, Page Setup, and Printing. Excel: Chapter 2 - Formulas and Functions: Perform Quantitative Analysis (Formula Basics, Function Basics, and Logical, Lookup, and Financial Functions) DQ 3 –</p>

Week 5	Continue Excel: Chapter 3 - Charts: Represent Data Visually (Chart Basics, Chart Elements, and Chart Design and Sparklines) Excel: Chapter 4 - Datasets and Tables: Manage Large Volumes of Data (Large Data Sets, Excel Tables, Table Manipulation, Conditional Formatting) DQ 4 -
Week 6	Begin PowerPoint: Chapter 1 - Introduction to PowerPoint: Create a Basic Presentation (Introduction to PowerPoint, Modify a Basic Presentation, and Configure and Run a Presentation) PowerPoint: Chapter 2 - Effective Presentation Development: Enhance Presentation with Design and Multimedia (Slide Show Design, Shapes Icons and Illustrations, Animations and Transitions, and Video and Audio) DQ 5 -
Week 7	Continue PowerPoint: Chapter 3 - Presentation Enhancement: Organizing Presentation Content (Work with SmartArt, Organize Content with Tables, Use Charts to Visualize Data, and Add Content from Other Applications). PowerPoint: Chapter 4 - Presentation Refinement: Manipulate Objects and Presentation Effects (Object Manipulation, Picture Transformation, and Animation and Transition Enhancement) DQ 6 -
Week 8	Practice Exam Final Exam

Additional Information:

AI Tools within the Pearson Courseware are permitted for course use.

No Outside AI tools are permitted.

Chromebooks and IPADS are not compatible with this course.

Students must have access to PC Hardware that allows a download version of Microsoft Office.