# "WBUlogo"

Virtual Campus

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

COSC 2311-VC01, Computer Applications

This syllabus contains a general overview of the course only. It should NOT be considered as a substitute for reading and understanding all the pages of this website. Once you have read and understood everything contained herein, you are required to send to me an e-mail message containing all of the following: 

* *Your Full Name*
* *The name of the WBU location where you registered for this course*
* *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* r*esponsibility to earn the grade I desire in this class."*
* *Submit an alternate e-mail address to the WBU address.  There are times when I may need to contact you other than through WBU.*

# **4. TERM**:

Winter, 2018

# **5. INSTRUCTOR**:

Deborah M. Pineau, EdD

# **6. CONTACT INFORMATION**:

Office phone: None

WBU Email: deborah.pineau@wayland.wbu.edu

Cell phone: 940-781-2094

# **7. OFFICE HOURS, BUILDING & LOCATION**:

This is an online course. You may contact me by e-mail anytime, or by phone any day before 7 p.m.

# **8. COURSE MEETING TIME & LOCATION**:

Meeting day & time: Online only

# **9. CATALOG DESCRIPTION**:

Enhanced personal productivity and problem solving skills using knowledge work tools (spreadsheets, presentation graphics, word processing, data-base 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.

# 10. PREREQUISITE:

None

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| TestOut Office Pro LabSim | 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.**

\*\*\***Redshelf Textbook System:** Wayland Baptist University has partnered with RedShelf to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class. **REDSHELF IS NOT AVAILABLE FOR THIS COURSE, COSC 2311, AT THIS TIME.**

# 12. OPTIONAL MATERIALS

None

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Understand how Microsoft Office applications work with the computer’s hardware and other software
* Demonstrate efficiency in using external document sharing and storage technologies
* Create, modify, rename, and move documents created in Office applications
* 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
* Create citations and bibliographies in Microsoft Word
* Build presentations with animation in Microsoft PowerPoint

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

**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.

a.     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.

b.     Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.

c.     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.

d.     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.

e.      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.

# **15. STATEMENT ON PLAGIARISM & 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.

# **16. 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 of 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.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

**\*\*INITIAL LOG-IN TO THE COURSE\*\***

**\*\*Use BlackBoard to log into TestOut/LabSim. This initial log-in through BlackBoard establishes the link between the 2 programs. This link allows the labs completed in LabSim will have the grade recorded in BlackBoard gradebook. Without this initial link, grades will not be transferred. Log into LabSim through Blackboard using the TestOut’s Office Pro Link found in BB. Do not log into LabSim directly.**

**NUMERIC COURSE GRADE (out of 100 %) - Grade is computed as a weighted average.**

Tests have a greater weight in the final grade than do the homework assigments, labs, and discussion questions but all assignments are important to receive a good grade.

* Tests - 55% (Final Projects for Word, Excel, PowerPoint, and Access – Performance based found in LabSim)
* Lab Assignments  - 20% (Listed on Syllabus and found in LabSim)
* Homework Assignments - 16% (Listed on Syllabus and found in Blackboard)
* Discussion Questions - 4% (Found in Blackboard)
* Certification Exam – 5% (Found in LabSim under Certification)

LETTER GRADE DETERMINATION:

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

* 90 - 100 % = A
* 80 - 89 % = B
* 70 - 79 % = C
* 60 - 69 % = D
* 0 - 59% = F

LABS:

As you progress through the chapters, you are given the opportunity to try new information by completing the chapter labs. These labs help you to practice the skills and information about which you have read. The tutorial labs may be accomplished numerous times. The final labs will allow you to demonstrate to me the knowledge that you have gained through the tutorial and written text material. To complete each lab, you will use the skills that you learn throughout the chapter in each section of the textbook. Not all of the labs will be recorded in the BB gradebook. Most labs provide practice of the learned skill to enable you to complete the Challenge Labs which are graded. Graded labs are identified on the syllabus. Completion and submission of labs will be accomplished through TestOut/LabSim. NOTE: LabSim transferS the grade for the lab as a point value. I will adjust the grade to reflect percentage.

DISCUSSION QUESTIONS:

There are 4 discussion questions.  Students are to post their input on the question and respond to the posts of at least two other students.  Discussion questions will be open at the beginning of the unit and close when the unit is completed as shown on the syllabus.

TESTS (PERFORMANCE):

There are no written tests but you will be completing the final performance projects for Word, Excel, PowerPoint, and Access in TestOut/LabSim--four final performance projects total. These will “test” the skills you have learned and practiced in the sections. These performance exams will be your final assessment in each section and are worth 13.75% each.

CERTIFICATION EXAM:

Upon completion of the course, you will take the certification exam found in LabSim. Certification performance exam should be accomplished once all sections of the course have been completed. This performance exam covers Word, Excel, and PowerPoint and will count for 5% of your final grade. A grade of “pass” earns you a certification that can be added to your resume’.

**17.1 Grade Appeal Statement:** “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/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.”

# 18. TENTATIVE SCHEDULE -- (\* Indicates Graded Activity)

|  |  |
| --- | --- |
| Date Due | Activity |
| Week 1 17 Nov 18 | **Course Initialization Week** **Secure your access code to TestOut/LabSim**  **Read Student Instructions on TestOut/LabSim Getting Started**  **Review all associated pages on BlackBoard (BB)** **Create the statement of understand and**[**forward to instructor**](mailto:dpineau@wf.net) ***(Important: Include your full name on all communications. Include an alternate e-mail address in case BlackBoard is down.)***  **Unit I  Computer and Internet Basics**  **Lesson 1.1 Computer Systems and the Internet**  **Lesson 1.2  The Window Operating System**  **Lesson 1.3  File Management**  **Lesson 1.4 Networking and System Updates**  **Lesson 1.5 Online Safety and Security**  **Lesson 1.6  Computer Hardware**  **Lesson 1.7 Microsoft Office Application Features**  **Work on Questions for Computer Basics and Word in BB\***  **(Complete Questions as you read and submit in BB by Week 3\*)**  **Work on Discussion Question 1. Due at the end of week 3.\*** |
| Week 2 1 Dec 18 | **Read Unit II: Microsoft Word (Lessons 2.1 to 2.6)**  **Lesson 2.1 Introduction to Word**  **Lesson 2.2  Creating Documents**  **Lesson 2.3 Managing and Printing Documents**  **Lesson 2.4  Modifying Fonts**  **Lesson 2.5  Formatting Paragraphs**  **Lesson 2.6 Formatting Pages**  **Continue with Homework Computer Basics & Word Questions in BB\* Complete questions as you read and submit in Blackboard by week 3.**  **In Test/Out/LabSim Complete Lab 2.2.5 \* and Lab 2.6.6\***  **Work on Discussion Question 1.\*** |
| Week 3 8 Dec 18 | **Read Unit II: Microsoft Word (Lessons 2.7 to 2.12)**  **Lesson 2.7  Editing Documents**  **Lesson 2.8 Inserting Illustrations and Other Elements**  **Lesson 2.9 Creating and Formatting Tables**  **Lesson 2.10 Using Themes, Styles, and Templates**  **Lesson 2.11:  Managing References**  **Lesson 2.12:  Managing Headers, Footers, and Sections**  **Complete Computer Basics and Word Questions in BB & submit in BB for grade\***  **In TestOut/Lab/Sim Complete Lab 2.8.5\***  **Work on Discussion Question 1. Question closes at midnight on Saturday 8 Dec 2018.\***  **Complete Word Final Performance Project/Test (in TestOut/LabSim)\*** |
| Week 4 15 Dec 18 | **Read Unit III: Microsoft Excel (Lessons 3.1 to 3.3)**  **Lesson 3.1 Introduction to Excel**  **Lesson 3.2 Creating and Managing Workbooks**  **Lesson 3.3 Organizing and Entering Data**  **Work on Questions for Excel in BB\* (Complete as you read and submit in BB by Week 6\*)**  **In TestOut/LabSim Complete Lab 3.3.6 \***  **Discussion Question 2 is available from 9 Dec – 12 Jan 2019. Due by week 6.\*** |
| Week 5 22 Dec 18 | **Read Unit III: Microsoft Excel (Lessons 3.4 to 3.6)**  **Lesson 3.4 Changing Properties and Printing Worksheets**  **Lesson 3.5 Formatting Cells**  **Lesson 3.6 Entering Simple Formulas**  **Work on Questions for Excel in BB\***  **In TestOut/LabSim Complete Lab 3.6.5 \***  **Work on Discussion Question 2.\*** |
| Week 6 12 Jan 19 | **Read Unit III:  Microsoft Excel (Lessons 3.7 to 3.9)**  **Lesson 3.7 Using Advanced Functions**  **Lesson 3.8 Analyzing Data in Charts**  **Lesson 3.9 Analyzing Data in Tables**  **Complete Excel Questions in BB & Submit in BB for grade\***  **Complete Excel Final Performance Project/Exam (in TestOut/LabSim)\***  **Work on Discussion Question 2. Question closes at midnight on Saturday 12 Jan 2019.\*** |
| Week 7 19 Jan 19 | **Unit IV: Microsoft PowerPoint (Lessons 4.1 to 4.4)**  **Lesson 4.1 Introduction to PowerPoint**  **Lesson 4.2  Creating and Managing Presentations**  **Lesson 4.3 Formatting Textual Content**  **Lesson 4.4 Designing Slides**  **Work on Questions for PowerPoint in BB\* (Complete as you read and submit in BB by Week 8\*)**  **In TestOut/LabSim Complete Lab 4.2.5 \***  **Discussion Question 3 available on 13 Jan – 26 Jan 2019. Due by week 8**.\* |
| Week 8 26 Jan 19 | **Read Unit IV: Microsoft PowerPoint (Lessons 4.5 to 4.9)**  **Lesson 4.5  Using the Slide Master**  **Lesson 4.6  Formatting Illustrations and Tables**  **Lesson 4.7 Formatting Pictures and other Media**  **Lesson 4.8  Applying Animations and Transitions**  **Lesson 4.9  Delivering Presentations**  **Complete PowerPoint Questions in BB & Submit in BB for grade\***  **In TestOut/LabSim Complete Labs 4.7.4 \* & 4.8.5 \***  **Work on Discussion Question 3. Question closes at midnight on Saturday 26 Jan 2019.\***  **Complete PowerPoint Final Performance Project/Test (in TestOut/LabSim)\*** |
| Week 9 2 Feb 19 | **Read Unit V:  Microsoft Access (Lessons 5.1 to 5.3)**  **Lesson 5.1 Introduction Access**  **Lesson 5.2 Managing Databases**  **Lesson 5.3 Designing and Creating Tables**  **Work on Questions for Access in BB\* (Complete as you read and submit in BB by Week 10\*)**  **In TestOut/LabSim Complete Lab 5.3.8 \***  **Discussion Question 4 available on 27 Jan – 16 Feb 2018. Due by week 11.\***  **--Please accomplish Course Evaluation at this time.  Link will be made available through VC.** |
| Week 10 9 Feb 19 | **Read Unit V:  Microsoft Access (Lessons 5.4 to 5.6)**  **Lesson 5.4  Using Simple Queries**  **Lesson 5.5 Creating Forms**  **Lesson 5.6  Creating Reports**  **Complete Access Questions in BB & Submit in BB for grade\***  **In TestOut/LabSim Complete Lab 5.6.6 \***  **Work on Discussion Question 4.\*** |
| Week 11 16 Feb 19 | **Complete Access Final Performance Project/Test (in TestOut/LabSim)\***  **Complete the Certification Exam in LabSim\***  **Work on Discussion Question 4. Question closes at midnight on Saturday 16 Feb 2019.\*** |

# 19. 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.)

The university reserves the right, through proper procedures, to place any student on probation or suspension who violates academic integrity and regulations by providing misleading or incomplete information to the university, by falsification of university records, by plagiarizing, by exhibiting improper classroom demeanor, or by engaging in any other form of academic dishonesty

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. Penalties that 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 work in question.

5. Assigning the grade of F to work in question.

6. Assigning the grade of F for 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.

Any student who has been penalized for violations of academic integrity - academic dishonesty, improper classroom demeanor, or providing false or misleading information - 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, (policy 8.2.1).