**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 VC02 – Computer Applications

**Campus**

: WBUonline

**Term/Session**

**:** 2024 Fall 1st 8 Weeks

**Instructor**

**:** Mrs. Katrina Smith

**Office Phone Number/Cell #**

**:** (806) 729-0851

**WBU Email Address**

**:** katrina.m.smith@wayland.wbu.edu

**Office Hours, Building, and Location**

**:** By appointment, requested via email, call, voice mail or text message. I do not have an office on a campus. The best method to contact me is via Blackboard message, email or text message to the phone number listed above. Text message is the fastest way to get in touch with me.

**Class Meeting Time and Location**

**:** Asynchronous – Online in Blackboard. No designated meeting time. Course conducted and completed throughout the week, online, in Blackboard

**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

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **Ver** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| TestOut Office Pro  | TestOut  | 9 | 2024 | 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.**

**“TestOut courseware MUST be purchased and utilized to pass this class”**

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Course Outcome Competencies**

**:**

* Demonstrate efficiency in Microsoft Word, Excel, PowerPoint, and Outlook
* Analyze, filter, format, and sort data in 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 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**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**Artificial Intelligence:** **No use of any generative AI tools permitted.**

* + 1. 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.
		2. All assignments must be fully created, designed, and prepared by the student(s).
		3. 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 **TestOut** to support your response in APA format. This means you are required to have an intext 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.
* TestOut 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 TestOut 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 4 practice exams. Each exam will be covering the material from the labs you complete during the semester.
* Certification Exam: The certification exam will cover ALL of the material learned during the course, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

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| **Requirement** | **Percent of Grade** |
| Weekly DQ Posts | 10 % |
| Faith Integration Assignment | 10 % |
| TestOut Labs | 25 % |
| Practice Exams | 25 % |
| Certification Exam | 30 % |

**Assignments:** The COSC2311 course utilizes an online lab simulation called Testout. All assignments and tests will be completed in the Testout lab simulation online. A schedule of reading/video assignments, assignments and exams dates are listed in this syllabus and in Blackboard under the Content menu by week. Blackboard will show the due dates of each assignment or exam. When you click on the link for an assignment, you will be taken into TestOut online to complete the assignment. Assigned videos are to be viewed, and homework assignments completed by midnight, Central Standard Time, on Sunday night at the end of the week. The course is designed to run from Monday morning to midnight the following Sunday, with the exception of the last week of the course, which ends on Saturday at midnight. **As this is only an eight-week course, it is important that you constantly keep up with your assignments. It is very hard to catch up if you get behind.**

**Labs:** Your grades for assignments and tests completed in TestOut will be posted into the Blackboard Gradebook for the course automatically. The required reading and videos are essential to this course and make completion of the assignments and tests much easier. Reading and videos are not graded. They contain good information and will prepare you for the assignments. More information will be provided in Blackboard. All work submitted must be your own.

**Final Exam:**  The final exam will be a comprehensive exam over everything covered in this course during the semester on Word, Excel and PowerPoint.

**Optional Materials**

**:** None needed. However, Microsoft Office Full-Length Tutorials on YouTube are a great resource. As a student, you have access to download the full Microsoft Office Suite from your Wayland email account to your computer, or use the online versions of Word, Excel and PowerPoint. Installation of the Microsoft Suite will not work on Chromebook computers but will on all computer brands. The work in this course will be completed in the TestOut online lab simulation.

**Other required Information you need to have available for class:**

***Access to the online TestOut course material is included as part of your tuition for this course. There is no additional textbook or course code you have to purchase. It is important that you DO NOT OPT OUT of the textbook for this course in Blackboard or you will not have access to complete the course material, assignments and tests. You will see a “Reveal Access Code” on the eBook link when you access the course in Blackboard. Click on the link, copy and paste the code you find there, click on one of the homework links in Blackboard to get to TestOut, and paste the code. You only have to do this*** *one time* ***and it verifies your access to Testout online. The next time you click on a homework link, it will take you right in.***

WBU Blackboard login and password are required. Your WBU Email account must be active and checked on a continuing basis. WBU student email is the official form of communication between the University and students. Email communication via the email app in Blackboard is recommended as it will keep a record of your communication.

A required introductory assignment will be available on the first day of class as a participation grade, and must be completed by midnight **August 15, 2024** to establish attendance for purposes of university census or you will be dropped from the course. Since this is an online course, attendance for this course is determined by active participation in assigned activities in Blackboard and TestOut.

**Additional Information**

The schedule below shows the assignments for the class broken out by week. We will adhere to this schedule as much as possible; however, it may be subject to change. If a student is unable to complete assignments by the due date, the student needs to communicate the issue to the instructor to try and work out a resolution. Students may turn in their work early and work ahead, as this is an online course. It is most important to have the assignments done by the designated due date. **Assignments not submitted by deadline will be given a grade of zero.**

**Submitting the work of another student or having someone else do your assignment for you:**

* First instance results in a grade of zero for that assignment
* Second instance results in a grade of “F” for the term.
* If a student misses a class, it is their responsibility to check Blackboard and complete any lab assignments before the due date. All lab assignments are due on Saturday at midnight.

**Contacting the Instructor:** When contacting the instructor by phone, email or text, please provide your first and last name, a description of your need and the best method to contact you, along with a best time to contact you, if appropriate.

**Late Work Policy:**

All assignments and exams are due by midnight on the Sunday of the week assigned in the schedule, except for the last week of class. For Week 8, assignments will be due on Saturday by midnight, as that is the end of the term. You may turn in assignments early and may attempt assignments as many times as you wish. Testout will keep your highest grade and that is the grade that will be recorded for you on the assignment. A grade of zero (0) may be recorded for any assignment not completed by the due date. A grade of zero may be replaced with no penalty when the assignment has been completed and verified by the instructor. All grades for assignments and end of Chapter exams are final at the end of the day **(midnight), October 5, 2024**, no exceptions. If you have any questions about grades or assignments, contact your instructor.

**Format:** This is an online course, and students are expected to have access to a stable Internet connection and possess adequate computer skills to email the instructor with questions as needed. The Wayland student email is the only method of email communication that will be used. It is very important that you activate your Wayland student email account and check it regularly.

**Practice Exams:** Under the main menu in TestOut (three lines in upper right-hand corner of screen), there are Practice Exams for each application, such as Word, Excel and PowerPoint, along with a practice exam for the Certification (Final) exam. (Under the Office Pro Practice Exams section). Practicing on these exams will help you prepare for the actual exams and are a good tool for preparing for the exam. If you need help finding them, email the instructor.

**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.

**Tentative Schedule**

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| Week 1 | Introduction to course: This will include a syllabus agreement, introduction discussion (about me DQ), RFACompletion of Outlook Module – 4 sectionsDQ 1 – This will discuss the importance of Outlook and why students should be checking their email daily |
| Week 2 | Microsoft Word – Sections 1-5DQ 2 – This will allow the student to express what they have learned so far |
| Week 3 | Microsoft Word – Sections 6-11DQ 3 – This will focus on allowing the student to reflect back, while considering what may be a struggle with Word on their certification exam.Complete Practice Exam – Microsoft Word |
| Week 4 | Microsoft Excel – Sections 1-5DQ 4 – This will focus on the basic functions of Excel.Faith Integration Assignment |
| Week 5 | Microsoft Excel – Sections 6-11DQ 5 – This will focus on the advanced functions of Excel (this will help them prepare for the certification exam)Complete Practice Exam – Microsoft Excel |
| Week 6 | Microsoft PowerPoint – Sections 1-5DQ 6 – This will include the basic functions of PowerPoint (how to organize a professional presentation) |
| Week 7 | Microsoft PowerPoint – Section 6-11DQ 7 – This will focus on how to prepare for a professional presentation, while ensuring the student knows the importance of practicing the presentation.Complete Practice Exam – Microsoft PowerPoint |
| Week 8 | Complete the Practice and the Certification Exam (this includes questions on Microsoft Word, Excel, and PowerPoint) |