

## 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:** WBUonline

**Term/Session:** Spring 2023

**Instructor:** Ms. Sally Quiroz, MSLS

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

**WBU Email Address:** sally.quiroz@wbu.edu

**Office Hours, Building, and Location:** By appointment: Phone or Collaborate Ultra

**Class Meeting Time and Location:**

## Textbook Information

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

BOOK	AUTHOR	Ver	YEAR	PUBLISHER	ISBN#
TestOut Office Pro	TestOut	8	2023	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](http://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](http://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).*

**Optional Materials:** NA

## 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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## Academic Integrity:

[Link to Statement on Academic Integrity](#)

**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.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call 1-866-547-9192 for 24/7 Blackboard Support.

**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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**Class participation:** Weekly required reading, videos and lab assignments will be completed online with the CompTIA TestOut LabSim interface and are due as noted in the weekly learning modules.

**Shared documents:** Shared documents may be assigned and must be completed by the due date.

Access to OneDrive is **required** for share document participation.

**End-of-Chapter Exams:** There will be an End-of-Chapter exam for Outlook, Word, Excel, Access and PowerPoint which will be due as noted on the corresponding learning module.

**Final Exam:** The CompTIA TestOut LabSim Certification exam shall be administered as the final exam for this course. The final exam will include Word, Excel and PowerPoint. Students with a score of 80% or better on this exam qualify for TestOut Office Pro 8 Certification.

The weighted grade is calculated as follows:

Assignments	Weight
Weekly Assignments	15%
Online Shared Documents	15%
End-of-Chapter Exams	30%
Final Exam	40%

**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	Week Starting	Week Ending	Scope
1	March 24, 2024	March 30, 2024	Chapters 1-3
2	March 31, 2024	April 6, 2024	Chapter 8 Outlook
3	April 7, 2024	April 13, 2024	Chapter 4 Word
4	April 14, 2024	April 20, 2024	Chapter 4 Word
5	April 21, 2024	April 27, 2024	Chapter 5 Excel
6	April 28, 2024	May 4, 2024	Chapter 5 Excel
7	May 5, 2024	May 11, 2024	Chapter 7 PowerPoint
8	May 12, 2024	May 16, 2024	Chapter 6 Access
	FINAL EXAM	May 18, 2024	Word, Excel, and PowerPoint

**Additional Information**

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All homework assignments are due as assigned in weekly learning modules in Blackboard. Assignments may be completed early and multiple attempts are allowed. The highest grade of all attempts will be recorded. Any assignment not completed by the due date, receives an automatic grade of 0 in the Blackboard gradebook. Any grade of 0 (With the exception of the Final Exam.) may be removed by completing the assignment. Unlimited attempts are allowed for all assignments and exams (With the exception of the Final Exam) and the highest score of all attempts shall prevail. All assignments must be completed by the end-of-day on May 16, 2024.

Students must be able to log in to MyWBU and Outlook online to complete documents shared from OneDrive for the Shared Documents assignments.