**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 <<VC01>> – Computer Applications

**Campus**

: <WBUonline >>

**Term/Session**

**:** <<Summer 2025>>

**Instructor**

**:** <<Professor Isauro Gutierrez>>

**Office Phone Number/Cell #**

**:** <<806-296-1141>>

**WBU Email Address**

**:** <<isauro.gutierrez@wayland.wbu.edu to be utilized in this class>>

**Office Hours, Building, and Location**

**:** <<Call or Email for Meeting Time>>

**Class Meeting Time and Location**

**:** <<Online>>

**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 Office 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 at the end of the course is required of *all* students**

**“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:** **Generative AI tools permitted in specific context and with proper citations.**

* + 1. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
    2. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate content must be properly referenced and cited.
    3. Specific parameters for generative AI usage are provided by the instructor.
    4. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

**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 % |

**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), RFA Completion of Outlook Module – 4 sections  DQ 1 – This will discuss the importance of Outlook and why students should be checking their email daily |
| Week 2 | Microsoft Word – Sections 1-5  DQ 2 – This will allow the student to express what they have learned so far |
| Week 3 | Microsoft Word – Sections 6-11  DQ 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 1-5  DQ 4 – This will focus on the basic functions of Excel. Faith Integration Assignment |
| Week 5 | Microsoft Excel – Sections 6-11  DQ 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 1-5  DQ 6 – This will include the basic functions of PowerPoint (how to organize a professional presentation) |
| Week 7 | Microsoft PowerPoint – Section 6-11  DQ 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) |