



Hawaii 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.HI01, Computer Applications

4. TERM:

Spring II 2021 22 March 2021- 15 May 2021

5. INSTRUCTOR:

Gary Teed

6. CONTACT INFORMATION:

Office phone: 808-352-3231

WBU Email: gary.teed@wayland.wbu.edu or garyteed@aol.com

7. OFFICE HOURS, BUILDING & LOCATION:

I am available before and after class or by appointment if you need help or have a problem.

8. COURSE MEETING TIME & LOCATION:

Friday, 5:30-9:40 PM, Kapolei Computer Lab

9. 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 - 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	VER	YEAR	PUBLISHER	ISBN#	UPDATED
<u>TestOut Office Pro</u>	TestOut	1	2019	TestOut	9781-93508-0718	2/21/20

NOTE: The TestOut certification test is required of all students! Instructors may decide how to assign points, but all students must take the exam.

12. OPTIONAL MATERIALS

13. COURSE OUTCOMES AND 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

14. ATTENDANCE REQUIREMENTS:

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 external campus executive director/dean. 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. A student may petition the Academic Council for exceptions to the above stated policies by filing a written request for an appeal to the vice president of academic affairs.

(WBU Hawaii/American Samoa Addendum) Students who miss the first class meeting without providing a written explanation to the instructor will be automatically dropped from the roster as a "no-show." Students who know in advance that they will be absent from the first class meeting and who wish to remain in the class must inform the instructor in order to discuss possible arrangements for making up absences.

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:

ITEM	POINTS	GRADE
FINAL	200	A = 600 - 540
QUIZ'S	135	B = 539 - 480
LABS	55	C = 479 - 420
PROJECT	100	D = 419 - 360
Complete Test Out	110	F = 359 and below

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

Date	Reading	Topic	Assignment
26 Mar	Access	Creating tables and Forms	7.1-7.3 Lab as Assigned in class
2 Apr	Access	Creating relationships and Basic Queries	7.4-7.7 Lab as Assigned in class Quiz 1
9 Apr	Excel	Spreadsheet Basics	5.1-5.5 Lab as Assigned in class Quiz #2
16 Apr	Excel	Formulas and Carts	5.6 to 5.11 Lab as Assigned in class Quiz #3
23 Apr	Word	Basic Word	4.1-4.7 Labs as assigned in Class Quiz #4
30 Apr	Word	Creating a Paper	4.8-4.14 Labs as assigned in Class Quiz #5

7 May	Power Point	Basic power Point	6.1- 6.6 Labs as assigned in Class Quiz #9
14 May	Power Point	More activities	6.7-6.11 Final

19. Additional Information

None