

SYLLABUS

1. Wayland Baptist University, Phoenix Campus, School of Business
2. 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: **MISM 3314** – PX 02 Advanced Personal Computer Applications
4. Term: Fall2009
5. Instructor: Dr. Mary F. Maloney
6. Office Phone and email: 602-271-1011; marymaloney@cox.net -
7. Office Hours, Building, and Location Tuesday and Friday CPC 1:00 – 5:00
8. Class Meeting Time and Location: Saturdays 8:00 to 5:00 August 22, September 12, October10 **Luke Library**
9. Catalog Description: Students will improve their skills as knowledge workers through effective and efficient use of integrated software suites (word processing, spreadsheets, databases, and presentation graphics) and through creating and maintaining web pages. Information technologies will be applied to problem situations by the design and use of small information systems for individuals and groups.
10. Prerequisites: COSC 2311
11. Required Textbook and Resources:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
Microsoft Office 2007: Advanced Concepts and Techniques	Shelly, Cashman & Vermaat	8 th	2008	Cengage Learning	1-4188-4333-4	Spring 09

12. Required Materials: - MICROSOFT **OFFICE PROFESSIONAL 2007** – if you do not have this software, as a student, you can purchase it for as little as \$85.00 at www.journeyed.com/SELECT
13. Course Outcome Competencies:
Learn advanced applications of Microsoft Office and demonstrate proficiency in using Word, Excel, Access, and 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 campus dean. Any student who misses 25% or more of the regular scheduled class meeting will 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.” **Therefore any student who misses more than one morning, afternoon, or evening session will be subject to the penalties of this policy.**

15. Disability Statement: "It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university."

16: Course Requirements and Grading Criteria:

Quizzes:	Quizzes on blackboard under assignments. NO LATE QUIZZES WILL BE ACCEPTED.	40%
Assignments	Posted on Blackboard under assignments. NO LATE ASSIGNMENTS WILL BE ACCEPTED	60%

17. Tentative Schedule: (Calendar, Topics, Assignments)

August 22	Word Chapters 4, 5, and 6
September 12	Excel chapters 4, 5, and 6
October 10	Power Point chapters 3 and 4 and Access

All exams are online. They can be found under lecture notes. Print out the exam, take it with paper and then go to ASSIGNMENTS and take the exam on line.

All submissions are on Blackboard. Do NOT save your file as directed in the text.

SAVE your FILE AS NOTED IN UNDER ASSIGNMENTS. ABSOLUTELY, POSITIVELY NO LATE ASSIGNMENTS. IF ASSIGNMENTS AND / OR EXAMS ARE NOT SUBMITTED ON TIME, A GRADE OF ZERO WILL RESULT. - NO EXCEPTIONS / EXCUSES / MAKEUPS.

18. Additional information as desired by the faculty member.