



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:

MISM 3314.HI01, Advanced Computer Applications

4. TERM:

Fall 2 2024: 10/14/2024 to 12/14/2024

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:

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

9. CATALOG DESCRIPTION:

Improvement of knowledge worker skills through effective and efficient use of integrated software suites (word processing, spreadsheets, databases, presentation graphics, etc.) 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. PREREQUISITE:

COSC2311

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	VER	YEAR	PUBLISHER	ISBN#
Microsoft Office 365 and Office 2019 with MindTap	Cable/Freund/Monk Sebok/Vermaat	1st	2020	Cengage	978035702-6229

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 proficiency in using Word Processing Software, Spreadsheets, Databases, and Presentation Graphics Software
- Demonstrate proficiency in using, creating and maintaining web pages using Desktop Publisher Software

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	90	B = 539 - 480
LABS	60	C = 479 - 420
PROJECT	100	D = 419 - 360
Complete Assignments	150	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
15 Oct	Access Modules 4-5	Creating Reports & Forms Multiple Table forms	Module 4-5 Lab as Assigned in class
22 Oct	Access Modules 6-7	Advanced Report Techniques and Advanced form Techniques	Module 6-7 Lab as Assigned in class Quiz 1
29 Oct	Excel Module 4-5	Financial Functions Amortization Tables Working with multiple workbooks and tables.	Module 4-5 Lab as Assigned in class Quiz #2
5 Nov	Excel Module 6-7	Creating Sorting & querying Tables Creating Templates	Module 6-7 Lab as Assigned in class Quiz #3
12 Nov	Word Module 4-5	Creating Multipage documents Creating a Resume & share Docs	Module 4-5 Labs as assigned in Class Quiz #4

19 Nov	Word Module 6-7s	Using Mail Merge Creating a News Letter	Module 6-7 Labs as assigned in Class Quiz #5
26 Nov No Class Thanksgiving Week			

3 Dec	Power Point Module 4-5	Customize slide masters Collaborate and adding animation	Module 4-5 Labs as assigned in Class Quiz #9
10 Dec	Power Point Module 6-7	Formatting Tables and charts Adding Media and enhancing smart art	Module 6-7 Project due Final

19. Additional Information

None