



School of Business

**1. UNIVERSITY 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.

**2. COURSE NUMBER & NAME:**

MISM 3314-AS01, Advanced Computer Applications

**3. TERM:**

Spring 2 (March 14<sup>th</sup> – May 7<sup>th</sup> 2022)

**4. INSTRUCTOR:**

Isikeli Ongosia

**5. CONTACT INFORMATION:**

WBU Email: [isikeli.ongosia@wayland.wbu.edu](mailto:isikeli.ongosia@wayland.wbu.edu)

Cell phone: (684) 7331132

**6. OFFICE HOURS, BUILDING & LOCATION:**

Email for an appointment before and after class.

**7. COURSE MEETING TIME & LOCATION:**

Meeting day & time: Tuesday, 5:30 PM

**8. 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.

**9. PREREQUISITE:**

COSC 2311

**10. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>UPDATED</b>
<u>Microsoft Office 365 and Office 2019 with MindTap</u>	Cable/Freund/Monk Sebok/Vermaat	1st	2020	Cengage	978035702-6229	4/24/20

### **11. OPTIONAL MATERIALS**

Any form of computerized device, preferably a desktop or laptop

### **12. 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

### **13. 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 Addendum. Students who miss the first two class meetings 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 for the first two class meetings and who wish to remain in the class, must inform the instructor to discuss possible arrangements for making up absences.

### **14. 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.

### **15. 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.

### **16. COURSE REQUIREMENTS and GRADING CRITERIA:**

#### **Course Requirements:**

**Essays:** Format: APA 6<sup>th</sup> Ed. 2 - 3 pages each, no cover page needed. Include a references list. The references list does not count in page number requirement.

Paper Format (APA 6<sup>th</sup> Ed):

Cover Page  
Introduction  
Discussion  
Recommendation and Conclusion  
Reference Page

**Online Assignments:** Chapter review questions or labs each week.

- Quizzes are open book, untimed, and unlimited attempts up to the due date. The last attempt is the final grade.
- Chapter review questions are to test the understanding for each chapter.

**Mid Term/ Final Exam:**

See Blackboard for more information and instructions.

**Group Projects:**

See Blackboard for more information and instructions

**Grading Criteria:**

Participation & Attendance	(20%)
Mid Term	(15%)
Chapter review questions	(20%)
Essay	(15%)
Group Project	(15%)
Final Exam	(15%)

**Grading Scale:**

100-90	A	W	Approved Withdrawal
89-80	B	WP	Approved Withdrawal Passing
79-70	C	WF	Approved Withdrawal Failing
69-60	D	I	Approved Incomplete
Below 60	F		

**17. Include Grade Appeal Statement:**

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**

See blackboard for weekly assignments, labs and readings.

#### **19. ADDITIONAL INFORMATION**

Do not hesitate to ask any questions whatsoever in regards to the course material. Do not be hesitant or afraid to display the way one's mind process information. Always remember that the biggest mistake in your life, is being afraid of making mistakes. Only through mistakes will we learn the greatest lessons in life.