

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: MISM 3314 VC01 – Advanced Computer Applications

Campus: WBUonline

Term/Session: Fall 2026-First 8 Weeks

Instructor: Dr. Ronald (Ron) Norman – Syllabus LAST UPDATED: **June 5, 2026**

Office Phone Number/Cell #: Mobile: 619-997-3451, **Pacific Time Zone**

WBU Email Address: normanr@wbu.edu

Office Hours, Building, and Location: None; by appointment only

Class Meeting Time and Location: None; by appointment only

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.

Prerequisite:

COSC 2311

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
Exploring Microsoft 365 with MyLab	Mulbery/Hogan	1st	2026	Pearson	9780-13549-8710

*This course is part of the **Pioneer Academic Access Program**. You will have access to an eBook, access code, and interactive learning material on the first day of class through your Blackboard course site. You will be notified via email with access instructions and additional information. If the course requires a physical book you can order at bookstore.wbu.edu. You can choose to opt-out, however if you do you will lose access to **EVERY class/material** and have to source through third party vendors.*

It is the **STUDENTS' responsibility to ensure they have access to the appropriate software and hardware (operating systems and computers) needed to perform required assignments. Many Information System and Cyber Security courses are not compatible with iPads, Chromebooks, and older computers. Also, Microsoft 365 is required for many IT classes. There are Computer Labs available to all Plainview Campus students. These computers are compatible with all course requirements.**

Course Outcome 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

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](#)

Artificial Intelligence: No use of any generative AI tools permitted.

- i. Students are required to create and produce all work themselves or with

assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.

- ii. All assignments must be fully created, designed, and prepared by the student(s).
- iii. Any work that uses generative AI will be treated as plagiarism.
- iv. *Instructors may allow specific usage of AI at their discretion and in certain scenarios.*

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

Late assignments are graded with a 10% late penalty. Assignments later than 3 days (typically Wednesday) will not be accepted. All late work and assignments that have been approved by the instructor must be turned in by final course date. **CONTACT INSTRUCTOR PRIOR TO DUE DATES IF YOU MAY BE LATE WITH ASSIGNMENTS.**

Required First Assignment – Students must complete this 30-point assignment to acknowledge they are taking this course. **(Students will be automatically dropped from the course if not completed by the deadline.)**

Syllabus Agreement- A Syllabus Agreement must have written acceptance to earn points. The syllabus agreement is worth 20 points of your total grade.

RFA and Syllabus Agreement are worth a combined total of 50 points, equaling 5% of your total grade.

Introduction Discussion – Students will earn 40 points for introducing themselves to their peers.

Discussions 1 & 2 – There are 4 total discussions (2 Initial Posts & 2 Peer Response posts) worth 40 points each for a total of 160 points. *Peer Response posts require two (2) peer responses per post grade for full credit (no exceptions).*

Introduction Discussion and Discussions 1 & 2 are worth a combined total of 200 points, equaling 20% of your total grade.

Modules and Quizzes: There will be 36 modules and 24 quizzes, each worth 5 points. Modules and quizzes are worth a combined total of 300 points, equaling 30% of the total grade.

Integration of Faith Paper – There is one paper worth 150 points and Equals 15% of your total grade.

Exams – There is a Mid-Term Exam worth 150 points and Final Exam worth 150 points. These exams are worth a combined total of 300 points; equaling 30% of your total grade.

Grading Scale:

A 90% - between 900 - 1000 points

B 80% - between 800 - 899 points

C 70% - between 700 – 799 points

D 60% - between 600 – 699 points

F 50% - between 0 – 599 points

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

WEEK 1	Points= 1000 pt. Total
Required First Assignment	30
Syllabus Agreement	20
Introduction discussion	40
Word Chapter 5 - Modules, 2 Quizzes	25
Word Chapter 6 - Modules, 2 Quizzes	25
WEEK 2	
Excel Chapter 5- Modules, Quizzes	25
Excel Chapter 6- Modules, Quizzes	25
WEEK 3	

Excel Chapter 7- Modules, Quizzes	25
Excel Chapter 8- Modules, Quizzes	25
WEEK 4	
Discussion 1- Initial Post	40
Excel Chapter 9- Modules, Quizzes	25
Mid-Term Exam	150
WEEK 5	
Discussion 1- Peer Responses (2)	40
Excel Chapter 10- Modules, Quizzes	25
Excel Chapter 11- Modules, Quizzes	25
WEEK 6	
Discussion 2- Initial Post	40
Excel Chapter 12- Modules, Quizzes	25
PowerPoint Chapter 5- Modules, Quizzes	25
WEEK 7	
Discussion 1- Peer Responses (2)	40
PowerPoint Chapter 6 - Modules, Quizzes	25
Integration of Faith Paper <small>(Required regardless of religious affiliation)</small>	150
WEEK 8	
Final Exam	150

Additional Information

Effective academic success depends greatly on communicating clearly and professionally with Instructors via EMAIL when questions, issues, or emergencies arise.

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit.

The Instructor/Professor reserves the right to alter this schedule as needed.

Please be sure to ask any questions or raise any concerns with your instructor during this course. Remember that, while you are a student, you are also teaching and learning from your classmates through your education and experiences.

“This class will adhere to zero tolerance for using Artificial Intelligence (Chatbots, etc.) or someone else’s work as your own.”

“Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study.”