

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 5331 2026VC01 – Advanced Microcomputer Applications

Campus: WBUonline

Term/Session: Spring -1 2026

Instructor: Dr. Ron Darnell.

Office Phone Number/Cell #: +1 972.427.3594

WBU Email Address: Ronald.Darnell@wayland.wbu.edu

Office Hours, Building, and Location: By appointment.

Class Meeting Time and Location: Online

Catalog Description:

Microcomputer utilization through advanced use of integrated software packages, graphics, desktop publishing, the Internet, multimedia, and electronic presentations. Topics include computer-assisted instruction, computer-managed instruction, and the acquisition of hardware and software.

Prerequisite:

None

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>E-Learning and the Science of Instruction: Proven Guidelines for Consumers and Designers of Multimedia Training</u>	Clark	5th	2024	Wiley and Sons	9781-39417-7370

*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.*

Course Outcome Competencies:

- Apply evidence-based guidelines to the design, development, and/or evaluation of advanced microcomputer applications.

Attendance Requirements

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:

Generative AI tools usage encouraged and may be actively assigned in coursework.

- Use of generative AI tools is actively encouraged and incorporated in to specific assignments for this course.
- Use of generative AI tools for assignments in brainstorming, content understanding, or revision to work is perfectly acceptable if cited and referenced properly in any submitted work for the course.
- Use of generative AI is encouraged as long as students understand the use of generative AI in the course is to be an assistance tool and not the generator of assignments and submitted work. Ultimately, all submitted work must still reflect student’s own work, understanding, and analysis.
- Specific parameters for generative AI usage provided by the instructor.
- Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

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 Assignment Policy

Students are expected to complete and submit written assignments on the assigned due date. Any assignment submitted late (regardless of circumstances) may be assessed as a 10% penalty and a 10% penalty for each additional week the assignment is late. For example, if an assignment is submitted 1 week late, a 20% late penalty will be applied to the grade earned. Exceptions will be considered case-by-case only in the event of unexpected catastrophic events. Specific assignment due dates and other requirements are listed in the assignment details. There are no extra-credit assignments.

University Standard Grade Scale

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = below 60%, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

MISM5331 Assessment and Grading

Weekly Discussions: 40%
 Applied Assignments: 55%
 Final Reflection Activities: 5%

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	Topics Covered	Reading and Homework
1	Advanced Microcomputer Applications in Organizations	NOTE: The Required First Assignment is due on Friday of Week 1 at 11:59PM CT Week 1 Discussions Week 1 Applied Assignment

2	Spreadsheets, Data Analysis, and Visualization	Week 2 Discussion Week 2 Applied Assignment
3	Databases and Information Management	Week 3 Discussion Week 3 Applied Assignment
4	Graphics and Desktop Publishing	Week 4 Discussion Week 4 Applied Assignment
5	Internet, Cloud Computing, and Collaboration Tools	Week 5 Discussion Week 5 Applied Assignment
6	Multimedia and Electronic Presentations	Week 6 Discussion Week 6 Applied Assignment
7	AI-Enabled Microcomputer Applications	Week 7 Discussion Week 7 Applied Assignment
8	Course Reflection and Faith Integration	Week 8 Reflection Discussions