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Virtual Name

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, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MISM 3314-VC02, Advanced Computer Applications

# **4. TERM**:

Winter 2019

# **5. INSTRUCTOR**:

Angie Newsome, MSM, PMP

# **6. CONTACT INFORMATION**:

Office phone: (331) 234-7316

WBU Email: angela.newsome@wayland.wbu.edu

# **7. OFFICE HOURS, BUILDING & LOCATION**:

 via Email – as needed

# **8. COURSE MEETING TIME & LOCATION**:

online

# **9. CATALOG DESCRIPTION**:

Advanced use of Excel and Access to be immediately productive in the work environment. Also prepares student to be able to successfully (optionally) sit Microsoft Certification Exams demonstrating expertise in MS Excel and MS Access. Students have the opportunity at no extra cost to take these Certification Exams [Microsoft Excel Expert 77-728 and Microsoft Access Expert 77-730] at the completion of the course. Prerequisite(s): [COSC 2311](http://catalog.wbu.edu/content.php?filter%5B27%5D=-1&filter%5B29%5D=&filter%5Bcourse_type%5D=-1&filter%5Bkeyword%5D=MISM&filter%5B32%5D=1&filter%5Bcpage%5D=1&cur_cat_oid=9&expand=&navoid=812&search_database=Filter#tt8995)

# 10. PREREQUISITE:

COSC 2311

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| MOS 2016 Study Guide for Microsoft Excel Expert | McFedries  |  1st | 2016 | Microsoft Press | 9780-73569-9427 | 6/14/18 |
| MOS 2016 Study Guide for Microsoft Access | Pierce | 1st | 2017 | Microsoft Press | 9780-73569-9397 | 6/14/18 |

*NOTE: The ebooks will be available for* ***FREE*** *through VitalSource by clicking the eTextbook link in Blackboard.*

**Required software:** Microsoft Office 365 or Office Pro 2016 (PC/MAC) with Access 2016. This software is free through your Wayland email by going to <https://www.microsoft.com/en-us/education/products/office>.

*NOTE about Mac/iMac: Access is not compatible with Mac. Bootcamp with Windows 10 may be used to install Office 365 for PC.*

# 12. OPTIONAL MATERIALS

# **13. COURSE OUTCOMES AND COMPETENCIES**:

# Be able to use the advanced features in Excel and Access to be able to successfully pass the Microsoft certification exams 77-728 (Excel Expert) and 77-730 (Access).

# (Note – students are encouraged to take the certification exams but this is not mandatory for the student to obtain an “A” in the course)

# Microsoft Excel

# Apply custom data formats and layouts

# Create advanced formulas

# Create advanced charts and tables

# Microsoft Access

# Create and manage a database

# Build tables

# Create queries, forms and reports

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, 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 executive director. 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.

Students will be required to submit homework assignments and take quizzes through Blackboard. Students will be responsible for logging into the system at least twice a week. Students will be graded on how they interact with the other students through Discussion Boards and the use of email netiquette when corresponding with the instructor.

# **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**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignment** | **Percentage of Grade** | **Total Points** | **# of Assignments** |
| Objective Practice | 80% | 800 | 10\* |
| Discussion board | 20% | 200 | 10\* |
| **Total** | **100%** | **1000** | **23 assignments** |

\* there are extra credit points built into these assignments

**17.1 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.”

**17.2 Late Work Policy:**
All projects, homework assignments, and exams are due the night indicated in the course timeline unless previously coordinated with and approved by the instructor. You may turn in assignments early; however, they may not be graded until their actual due date. No late submissions will be considered for credit unless prior authorization from the instructor has been granted.

**17.3 Assignments/Homework:**
A schedule of reading assignments, assignment due dates, and exams dates, is listed on Blackboard. Assigned chapters are to be read and assignments completed by midnight, Central Standard Time, on the Saturday night ending the week. The course is designed to run from Sunday morning to midnight the following Saturday.

Your grades will be posted on the Blackboard Web Site by the end of the week following the scheduled due date. The required reading is essential to this course! It has good information and will prepare you for the assignments. More information will be provided in Blackboard. All work submitted must be your own.

Methods of Instruction: The students in this course will learn from a variety of instructional formats; including required readings, homework assignments, class projects, and various media types.

Format: This is an online course and you are expected to have access to the Internet and possess adequate computer skills to e-mail the Instructor with questions about assignments.

# 18. TENTATIVE SCHEDULE

|  |  |
| --- | --- |
| Unit | Week(s) |
| Intro | 1 |
| Excel | 2-5 |
| Access | 6-10 |
| Practice Tests | 11 |

# 19. ADDITIONAL INFORMATION

Faculty may add additional information if desired.