WAYLAND
B A P T I S T   U N I V E R S I T Y

VIRTUAL CAMPUS
SCHOOL OF BUSINESS

SYLLABUS

1. 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: **MISM 3314** – VC01,   Advanced Computer Applications

3. Term: Summer 2017

4. Instructor: Jimmy Fikes

5. Office Phone and Wayland Email Address: (806) 831-3918 – jimmy.fikes@wayland.wbu.edu

6. Office Hours, Building, and Location
    Students may request personal conferences with the instructor on any day, and at any time.

7. Class Meeting Time and Location: This class will be conducted entirely online on Blackboard.

8. Catalog Description: Effective and efficient use of integrated software suites (word processing, spreadsheets, databases, and presentation graphics) and creating and maintaining web pages. Information technologies applied to problem situations by the design and use of small information systems for individuals and groups.

9. Prerequisites: COSC 2311.

10. Required Textbook and Resources:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
Desktop Pro Plus	TestOut		2016	TestOut	9781-93508-0640	11/30/16

11. System Requirements:
    *   This course teaches Microsoft Office for *Windows*. You can use an Apple computer for this course, but some of the keyboard commands will be different.
    *   The minimum system requirements are:
        o   64-bit operating system (Note: 32-bit computers may cause the course to run slow, lock up, and crash).
        o   3 GB RAM
        o   2.2 GHz processor
        o   3.6 Mbps Internet speed
        o   Browser: Microsoft Edge, Microsoft Internet Explorer, Google Chrome, or Apple Safari (Mac only)
        o   No other software is required for this course.
    *   You do not need to install Microsoft Office on your computer but it will not be a problem if it is already installed. This course is delivered entirely through the TestOut website. You will do all work within your computer's browser while on the Internet.

12. Course Outcome Competencies:

- Learn advanced applications of Microsoft Office and demonstrate proficiency in using Word, Excel, Access, and PowerPoint.

13. Attendance Requirements: Students who miss more than 25% of class sessions will receive a grade of F for the term. Participation in a "class session" is defined (for this class) as failing to participate in all activities for a given week. This includes required assignments, discussion forums, and projects.

14. Statement on Plagiarism and 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:

- The four "applications" that we will study this term are Word, Excel, PowerPoint, and Access
- Complete each TestOut unit for Word, Excel, PowerPoint, and Access
    - Complete the Skills, Challenge, labs for each of the four Office applications (required, but not included in the term grade)
    - Complete two Applied Lab projects for each of the applications (20% of total term grade)
    - Complete an end of unit test for each of the four applications (40% of total term grade)
- Participate in the weekly discussion forums (40% of the total term grade)

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 Executive Vice President/Provost 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.

17. Tentative Schedule:

Weeks	Application
1	Introduction to the course and TestOut
2-3	Microsoft Word
4-5	Microsoft Excel
6	Review and prepare for certification test
7-8	Microsoft PowerPoint
9-10	Microsoft Access
11	Review and TestOut Desktop Pro Certification test