# "WBUlogo"

Virtual Campus

School of Business

# UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

# COURSE NUMBER & NAME:

MISM 3314-VC01, Advanced Computer Applications

# **TERM**:

Summer 2018

# **INSTRUCTOR**:

Jimmy Fikes

# **CONTACT INFORMATION**:

Cell phone: 806-831-3918

WBU Email: jimmy.fikes@wayland.wbu.edu

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

Students may request personal conferences with the instructor on any day, and at any time.

# **COURSE MEETING TIME & LOCATION**:

This class will be conducted entirely online on Blackboard.

# **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.

# **PREREQUISITE:**

COSC 2311

# **REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

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

# OPTIONAL MATERIALS

* Students must use Office 2016/Office 365 on a Windows PC (or, this software will need to be run in a virtual manager, such as Virtual Box, on a Mac). The instructor will provide instructions to Mac users about how to install and use Virtual Box. An Apple computer, alone, will not be sufficient for this class since Microsoft’s Access database app will not run in the Apple OS.
* Students will use a free account with Dropbox (www.dropbox.com) to submit assignments for this class.

# Course Outcomes and Competencies:

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

# 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.

**Instructor’s Attendance Statement:** 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.

# **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.

# **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.

# **COURSE REQUIREMENTS and GRADING CRITERIA**:

**IMPORTANT NOTE:**

**The instructor assumes that students are proficient in using the Office applications (see item #9 above). This class focuses on the advanced features of Microsoft Office 2016 in a Microsoft Windows operating system. The instructor will spend no time in this class teaching basic computer skills. The Desktop Pro Plus program (see item #10 above) will be used in this class by students to strengthen basic skills as needed.**

**Weekly Quizzes**

**Weekly quizzes may be retaken as often as necessary to help students master the advanced skills taught in this class. The average of all weekly quizzes will make up 20% of the total term grade for this class.**

**Discussion Forum**

**Students are required to participate in two weekly discussion boards.**

**Peer-Support Forum:**

**The Peer Support Forum is intended for students to share questions, problems, and solutions throughout the term. The forum is not graded. However, students are required to post at least one message each week that adds substantially in this shared learning environment. Failing to post a message in this forum will result in points being deducted from the graded Research Forum.**

**Research Forum:**

**There are eight graded discussions in the Research Forum in weeks 2-4 and 6-10. Students are required to post at least two messages in each Research Forum. The average for the graded discussions will make up 30% of the total term grade.**

**Requirements for the two discussion forums are found in Blackboard in the Course Info/Syllabus section.**

**Term Projects**

**Students will complete two term projects.**

**A Word/PowerPoint project is due at the end of week 5 and will demonstrate proficient use of the advanced skills taught in weeks 1-5.**

**An Excel/Access project is due at the end of week 11 and will demonstrate proficient use of the advanced data skills taught in weeks 6-10.**

**Requirements for these projects are found in Blackboard in the Course Info/Syllabus section.**

**The average grade for these two projects will make up 50% of the total term grade.**

**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.”

# TENTATIVE SCHEDULE

|  |  |
| --- | --- |
| **Week** | **Topics to Be Covered** |
| 1 | Introduction to Office presentation applications |
| 2 | Advanced properties, ribbons, file formats, and compatibility |
| 3 | Branding, Templates, Themes, and Styles |
| 4 | Building Blocks, AutoText, Quick Parts, Contextual Tabs |
| 5 | Project 1 |
| 6 | Working with data in Office applications |
| 7 | Excel formulas and functions |
| 8 | Macros and VBA in Excel |
| 9 | Access tables and relationships |
| 10 | Forms, Queries, and Reports in Access |
| 11 | Project 2 |