



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: Summer 2020**

**5. INSTRUCTOR:**

Dr. Kenroy Wedderburn

**6. CONTACT INFORMATION:**

Office phone: N/A

WBU Email: kenroy.wedderburn@wayland.wbu.edu

Cell phone: optional

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

EX: M/T/W/TH 2:30-3:

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

Meeting day & time: 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](#)

**10. PREREQUISITE:**

COSC 2311

## 11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>MOS 2019 Study Guide for Microsoft Excel Expert MO-201</u>	McFedries	1st	2020	Microsoft Press	9780-13662-7524	2/21/20
<u>MOS 2019 Study Guide for Microsoft Access Expert MO-500</u>	McFedries	1st	2020	Microsoft Press	9780-13662-8231	2/21/20

## 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.

### 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:

(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)

The breakout for grades is as follows:

- Exams 30%
- Assignments 40%
- Essay Papers 20%
- Discussions 10%

<u>Grade</u>	<u>Range</u>
A	90%+
B	80-89%
C	70-79%
D	60-69%
F	0-59%

**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.”

## 18. TENTATIVE SCHEDULE

Week	Topic	Deliverable	Due Date
1 May 25 - 30	Excel	Essay #1	Sat May 30
2 May 31-Jun 6	Excel	Assignment #1	Sat Jun 6
3 June 7-13	Excel	Assignment #2	Jun 13
4 June 14-20	Excel	Assignment #3 Discussion #1	Jun 20
5 June 21-27	Excel	Assignment #4	Jun 27
6 Jun 28-Jul 4	Excel	Exam #1	Jul 3
7 Jul 5-11	Access	Assignment #5	Jul 11
8 Jul 12-18	Access	Assignment #6 Discussion #2	Jul 18
9 Jul 19-25	Access	Assignment #7	Jul 25
10 Jul 26- Aug 1	Access	Essay #2	Aug 1
11 Aug 2 – Aug 8	Access	Exam #2	Aug 8

## 19. ADDITIONAL INFORMATION

- i) Please include the course number (MISM3314) on the subject line of your emails to me for quick turnaround
- ii) **Late Policy** – I will accept assignments up to a maximum of one week late (points will be deducted for each day late). No assignments will be accepted after the one week deadline (other than in extreme situations).