



**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 2016
4. Instructor: Jimmy Fikes
5. Office Phone Number and WBU 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
<u>Advanced Computer Application</u>	Microsoft Official Academic Course		2014	Wiley	9781-11896-9441	6/4/14

OR

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>Microsoft Office 2013, Advanced</u>	Misty E. Vermaat, Shelly Cashman Series		2014	Cengage	9781285166230	8/11/2015

11. Additional Materials: Students must use a free Dropbox account in which chapter assignments will be uploaded for grading. The instructor will send connection information for the Dropbox folders in the first week of the term.
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:

Weekly Exercises

These assignments and their instructions are found in the Weekly Assignments folder on Blackboard.
30% of your total term grade.

Discussion Forum

Learning is always best when students feel that they are part of a community of learners. For this reason, students will participate in weekly discussions to share learning experiences, difficulties, and solutions. There will be nine graded forums (no forums in weeks 5 or 11).
20% of the total term grade.

Weekly Quizzes

There are 8 weekly quizzes (each week except weeks 1, 5, and 11).
Weekly quizzes may be retaken to help you learn this material. The highest grade earned on each quiz will be the grade used for calculating the total term grade.
10% of the total term grade.

Exams

There are two exams (in weeks 5 and 11).
40% of the total term grade.

Grading Scale

A	1800-2000 pts.	D	1200-1399 pts.
B	1600-1799 pts.	F	Below 1200 pts.
C	1400-1599 pts.		

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 Term Schedule:

Weeks	Assignments, Quizzes, and Exams
1-5	Interoperability among the Office 2013 suite of programs.
6-11	Data analysis and presentation: Working with Excel, Access, and PowerPoint