2. 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.

3. COURSE NUMBER & NAME:

MISM 3314.HI01, Advanced Computer Applications

4. TERM:

Fall 2 2024: 10/14/2024 to 12/14/2024

5. INSTRUCTOR:

7. OFFICE HOURS, BUILDING & LOCATION:

I am available before and after class or by appointment if you need help or have a problem.

8. COURSE MEETING TIME & LOCATION:

Tuesday 5:30-9:40 PM, Kapolei Computer Lab

9. CATALOG DESCRIPTION:

Improvement of knowledge worker skills through effective and efficient use of integrated software suites (word processing, spreadsheets, databases, presentation graphics, etc.) and through creating and maintaining web pages. Information technologies will be applied to problem situations by the design and use of small information systems for individuals and groups.

10. PREREQUISITE:

COSC 2311

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	VER	YEAR	PUBLISHER	ISBN#
Microsoft Office 365 and Office 2019 with MindTap	Cable/Freund/Monk Sebok/Vermaat	1st	2020	Cengage	9780357026229

NOTE: The TestOut certification test is required of __ students! Instructors may decide how to assign points, but __ students must take the exam.

12. OPTIONAL MATERIALS

13. COURSE OUTCOMES AND COMPETENCIES:

Demonstrate proficiency in using Word Processing Software, Spreadsheets, Databases, and Presentation Graphics Software

Demonstrate proficiency in using, creating and maintaining web pages using Desktop Publisher Software

14. ATTENDANCE REQUIREMENTS:

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   a vred

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:

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   or limio1e4.8Clo-new014 Twhbd [l ( )Td(dur)3 (e)14 0 limno

Date	Module	Topics	Assignments
19 Nov	Word Module 6-7s	Using Mail Merge Creating a NewsLetter	Module 6-7 Labs as assigned in Class Quiz #5
26 Nov	No Class Thanksgiving Week		
3 Dec	Power Point Module 4-5	Customize slide masters Collaborate and adding animation	Module 4-5 Labs as assigned in Class Quiz #9
10 Dec	Power Point Module 6-7	Formatting Tables and charts Adding Media and enhancing smart art	Module 6-7 Project due Final

19. Additional Information

None