

Hawaii Campus  
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, lifelong learning, and service to God and humankind.

3. COURSE NUMBER & NAME:

MISM3314.HI01, Advanced Computer Applications

4. TERM:

Spring II 2022 27 March 2023 to – 20 May 2023

5. INSTRUCTOR:

Gary Teed

6. CONTACT INFORMATION:

Office phone: 808-352-3231

WBU Email: [gary.teed@wayland.wbu.edu](mailto:gary.teed@wayland.wbu.edu) or garyteed@aol.com

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, Hickam Computer Lab

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):

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK

AUTHOR

program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a

2 May

Access

Module6: Advanced  
Report