

Wayland 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.

Contact Information

Course: EDIT 5310- MICROCOMPUTER APPLICATIONS FALL 1ST8WKS 2024 HI01

Campus: Hickam AFB

Term/Session: Fall 1, 2024

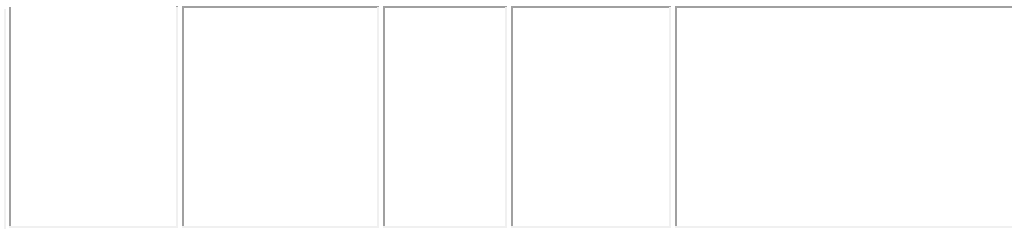
Instructor: Dr. James Etherton

Office Phone Number/Cell #: (808) 888-9061

WBU Email Address: james.etherton@wayland.wbu.edu |

Office Hours, Building, and Location: By appointment as required, WBU- Hickam AFB |

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*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

Optional Materials: Provided by instructor in class. |

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 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.

Course Requirements and Grading Criteria

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Grading Components:

Each student will create and showcase a work portfolio showcasing the following:

Four Microsoft Word projects	5 pts ea	20 pts total
Four Microsoft Excel projects	5 pts ea	20 pts total
Four Microsoft Access projects	5 pts ea	20 pts total
Four Microsoft PowerPoint projects	5 pts ea	20 pts total
Final cumulative project		20 points/100 possible

Tentative Schedule

Date	Course Info
17 Aug	WORD – creating a document WORD – Editing a document WORD – creating a multi-page report WORD – Desktop Publishing and Mail Merge
24 Aug	EXCEL-Using Excel to Manage Data EXCEL- Working with Formulas and Functions EXCEL-Developing a Professional-Looking Worksheet EXCEL-Working with Charts and Graphics
31 Aug	ACCESS-Introduction ACCESS-Creating and Maintaining a Database
7 Sep	ACCESS- Querying a Database ACCESS-Creating Forms and Reports
14 Sep	POWERPOINT-Creating a Presentation POWERPOINT-Applying and Modifying Text and Graphic Objects
21 Sep	POWERPOINT-Inserting Multimedia POWERPOINT-Menus
28 Sep	Delivery of final projects