



WAYLAND BAPTIST UNIVERSITY  
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 3325 – VC01, Social Computing in Business
3. **Term:** FALL 2017
4. **Instructor:** Mr. Richard A. Warren
5. **Office Phone:** My phone number is on the “Do This First” page on Blackboard.  
E-Mail addresses: richard.warren@wayland.wbu.edu & mism3325@gmail.com
6. **Office Hours:** Flexible office hours, available weekdays 4:00 pm until 9:00 pm CST, Office locations - Wichita Falls, TX.
7. **Class Meeting Time and Location:** No set times - Internet
8. **Catalog Description:** n: Personal computing in an evolving mobile environment. Working with mobile computing, Cloud services, social networks, electronic communications, and safe personal and business computing.
9. **Prerequisites:** None
10. **Required Textbook and Resources:**

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<a href="#">Internet, Comprehensive</a>	Evans/Hooper	10th	2017	Cengage Learning	978-1-337-28390-8	3/31/17

11. **Optional Materials:** None.
12. **Course Outcome Competencies:**  
Upon completion of this course, the student should be able to:
  - Demonstrate the ability to make informed decisions between iOS, Android, and Microsoft mobile platforms.
  - Synchronize personal computing devices across various platforms and Cloud services
  - Demonstrate competency in Social Networking (including netiquette, ethics, copyright and other legal issues, as well as personal branding through social networks)
  - Demonstrate effective use of academic search engines (such as EBSCO, Google Scholar, Microsoft Academic Search, etc.)
  - Assess the reliability of a website or web service
  - Demonstrate competency in safe personal and business computing (anti-virus software, physical security password management, and identity theft prevention)

13. **Attendance Requirements:** There are no regularly scheduled meetings for this class. Rather, student participation through several actions in combination are considered attendance. Students enrolled in this class must make every effort to submit homework and labs on time. Due dates for each assignment is listed on the Blackboard Assignment page. All non-participation in course activities will be explained to the instructor. Any student, who misses 25% or more of the scheduled assignments, will receive an unsatisfactory progress report, which will be filed with the campus dean. Missing 25% or more of the scheduled assignments will result in a grade of "F" for the course. Attendance is accomplished by (a) submitting weekly email to your instructor, (b) completing Discussion Forum Questions, and (c) submission of work assignment. Accomplishing just one of the mentioned attendance action does not constitute attendance, all action are required. Lack of attendance will be recorded and reported. Failure to fulfill attendance requirements will have grave effects.

The following information concerning attendance is from Wayland Baptist University Policy 8.4.2

**Online Students** - Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner.

- Student "attendance" in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor.
- Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
- Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11-week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.
- Any student, who has not actively participated in an online class prior to the census date for any given term, is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.
- Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy.

Student/Instructor interaction will take the forms of a minimum of once weekly correspondence via E-Mail. Students will forward their E-mail address to the instructor within the first week of the semester for the course and ensure that Virtual Campus has the most current E-mail address. Obtaining an E-mail address is the responsibility of the student. You should already have your Wayland Baptist University e-mail account activated.

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:** This is an On-Line course. The student is expected to have access to the Internet and possess adequate computer competencies to email assignments as attachments. A schedule of reading assignments will be provided. On-Line Tests are available. Topics for discussion are posted on the Discussion Board for class and group participation. Workbook Tutorials will be accomplished and Case Studies assigned. Students will download software, install, and utilize the software to complete Hand's-On projects. Written reports along with research paper will be submitted for grading. You are required to select a Research Topics from list provided by the Instructor. Homework assignments are completed and submitted according to the Due Dates posted on the Blackboard Assignments page. Student grades may be viewed on the Blackboard Web Site.

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. Grades are based on homework assignments/case studies with report, Course Term Paper, On-Line Non-Proctored Test, Mid Term and Final Exam. Possible bonus points for Optional Web Site.

<b>GRADE MATRIX</b>				
<b>GRADED ACTIVITY</b>	<b>Number of Activities</b>	<b>Points Available</b>	<b>Total</b>	<b>Grading Scale</b>
<b>Case Assignments</b>	9	50	450	1924 - 2150 = A
<b>Quizzes</b>	9	50	450	1709 - 1923 = B
<b>Discussion Posts</b>	5	50	250	1494 - 1708 = C
<b>Mid Term Exam</b>	1	400	400	1279 - 1493 = D
<b>Final Exam</b>	1	400	400	1492 or below = F
<b>Term Paper</b>	1	200	200	
	<b>Total Possible Points</b>		2150	

18. **Tentative Schedule:** (Calendar, Topics, Assignments)

	<b>No Later Than Date</b>	<b>Work to Submit</b>
Week One	August 27, 2017	Project One & Test Discussion Post
Week Two	September 3, 2017	Project Two & Test
Week Three	September 10, 2017	Project Three & Test Select topic for Term Paper Discussion Post
Week Four	September 17, 2017	Project Four & Test
Week Five	September 24, 2017	Project Five & Test Discussion Post
Week Six	October 1, 2017	<b>Mid-Term Exam</b>
Week Seven	October 8, 2017	Project 6 & Test
Week Eight	October 15, 2017	Project 7 & Test Discussion Post
Week Nine	October 22, 2017	Project 8 & Test
Week Ten	October 29, 2017	Project 9 & Test Discussion Post
Week Eleven	November 4, 2017	<b>FINAL EXAM</b> Submit <b>"Term Paper"</b>

19. **Academic Honesty:** This class will adhere to a zero tolerance for using someone else's work as your own. University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course.

20. Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies appearing in the Wayland Baptist Academic Catalog applicable to their curriculum and/or program of study.