MISM 3314 Advanced Computer Applications
Term: Fall 2018
**Monday, August 20 – Saturday, November 3**WBU online: School of Business

**1 . UNIVERSITY 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.

# 3. COURSE NUMBER & NAME:

MISM 3314 Advanced Computer Applications

## **4. TERM**: Fall 2018

## **5. INSTRUCTOR**: Dr. Daphne L. Lewis

## **6. CONTACT INFORMATION**:

Cell/Office phone: 806-438-8066 (Text or Call Anytime!)

WBU Email: daphne.lewis@wayland.wbu.edu

## **7. OFFICE HOURS, BUILDING & LOCATION**:

10 am – 10 pm Central Standard Time
Monday, Tuesday, Wednesday, Thursday, Friday
12 pm – 10 pm Central Standard Time: Saturday and Sundays.
Call or Text Anytime: 806-438-8066

## **8. COURSE MEETING & LOCATION**: Online in Blackboard Weekly Expectation<https://wbu.blackboard.com/> (Student Log in Required)

## **9. CATALOG DESCRIPTION**:

MISM 3314 – Advanced Computer Applications: Effective and efficient use of integrated software suites (word processing, spreadsheets, databases, and presentation graphics) creating and maintaining web pages.

 Information technologies applied to problem situations by the design and use
 of small information systems for individuals and groups.
Reference: WBU Catalog 2018-2019 <http://catalog.wbu.edu/>

## **10. PREREQUISITE:** Required COSC 2311

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## **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**: E-BooksThere are multiple options for purchasing the course textbooks. One option is Red Shelf, <https://redshelf.com/> available right inside Blackboard. This option bills your tuition and fees and must be accepted for purchase by the 12th class date. Other options include but are not limited to: Amazon Kindle E-Reader (Cell Phone Android/Iphone and PC/Mac for $9.99 (Access) and $12.44 (Excel). Of course, you may purchase the books in hardbound, or used versions. All course textbooks and materials must be available to the student by the second week of class.

**MOS 2016 Study Guide: Microsoft Access**

Microsoft Office Specialists Exam 77-730
Author: John Pierce
Publisher: 2017 Pearson Education, Inc.
 authorized by Microsoft Corporation **ISBN: 978-0735699397**

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MOS 2016: Study Guide: Microsoft Excel Expert**Microsoft Office Specialists Exam 77-728
Author: Paul McFedries
Publisher: 2017 Pearson Education, Inc.
authorized by Microsoft Corporation **ISBN: 978-0735699427**

**Required Materials Continued**
Required **Software:** Microsoft Office 365 or Office Pro 2016 (PC/MAC)with Access.

This software is available for free when using your WBU Email account as you log in user name for a Microsoft Account. Please see instructions inside Blackboard Course Info for signing up instructions. (PowerPoint + Audio)
This needs to be the download applications, not online **APP**.

## 12. OPTIONAL MATERIALS: If you are working on a university, at work or other computer (not personally owned) consider purchasing a pen drive of 2 gigs or more for storage of files. Access does not move smoothly or save to Google Drive, or Dropbox.

## **13. COURSE OUTCOMES AND COMPETENCIES**:

Learn advanced applications of Microsoft Office and demonstrate proficiency in using Word, Excel, Access, and PowerPoint. Proficiency in spreadsheets and database construction. Development of a professional virtual presence in the creations of a business or educational website.

## 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, 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 and file an unsatisfactory progress report with the campus executive director. Any student who misses **25 percent** or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

*Attendance is collected in this MISM 3314 course through weekly discussion board participation and assignments completion inside the Blackboard Course.* ***Missing any discussion board post or any assignment is considered an absence.***

**Discussion Board.** **(Participation and Attendance)** will be assessed through Discussion Board Participation. Participation and Attendance will be assessed weekly through the online discussion board, as well as individual assignment completion. Students are expected to respond to the initial discussion board posting topic by **Fridays**. This provides time for all students to read, review and respond to other student’s comments, suggestions and ideas by **Monday**.
Our course Module Weeks go from **Monday to Mondays** according to the Course Schedule, this is subject to change by the instructor and students will be notified in Blackboard of any changes.
Discussion boards expectations include **three postings** per week, with at least 100+ words of a collegiate level conversation. Using the VPT: Virtual Postcard Technique described below. The VPT will assist your success in the discussion board, as well as all virtual communication.
If all postings are placed inside the discussion board on the last due date or after the due date, a zero grade will be earned:

Weekly Attendance required through Discussion Boards and Assignments

Missing any of the three postings required for the discussion board, is considered an absence.

Missing any quiz, assignment, test or project is considered an absence for the course.

The discussion board is our classroom in the online environment. It is here that we share, discuss and propose ideas. In the discussion board that we promote a collegiate conversation, as well as, earn credit for attending class. The expectations in a college classroom are high and the expectations of a college discussion board match that elevated expectation. To promote a collegiate conversation, use the VPT Virtual Postcard Technique to promote a supportive, positive and complete college level conversation.

The **VPT is the Virtual Postcard Technique**. (this is part of our weekly participation and well be required during the Final Exam Discussion as well.

You develop a message just like the ‘old time postcards’.

**First:** Greet Your Teammates! Say Hello, or Greet the person you are replying to or posting to by name. You might notice, I always say “Howdy!” and a person’s name or call YOU “The Team”!

**Second:** Make a thesis statement. A one sentence statement summarizing what you are going to talk about. (This brings everyone on board to your thoughts!)

**Third:** Type/Write 100+ words on your subject as you respond first to the initial topic of the discussion and then again for your second and third postings. If you believe someone did do a “Good Job” on solving a problem, or discussing a concept, then retype the problem or idea and share exactly how that was indeed a “Good Job!” Have a conversation about that problem and its solution. Does the term “Good Job” or “Well Done” have meaning at the collegiate level? You can make it have meaning with a descriptive conversation and support in your writing.

**Fourth**: At the end, Type/Sign your name with pride!

You created this post, let others respond back to you!

**Using the VPT Virtual Postcard Technique, can really support your success in college and business communications. Successful Virtual Communication is a vital skill set for college and business life. Become an effect communicator in a virtual environment by always writing 100+ words and MAKE those 100+ words have strong meaning, clarity and value!
 Use the ‘VPT’ Virtual Postcard Technique!**

## 15. STATEMENT ON PLAGIARISM & 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.

## **16. 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.

## **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

***Syllabus Quiz, Midterm and Final Exam/Project*** Components are required course components

 Students cannot succeed in the course without completion of the
***Syllabus Quiz, Midterm and Final Exam/Project***

1. Grades: How many gradebook points are in this course? 1000

Weekly Homework Assignments: 65 %

Exam/Projects: Final 20 %

Weekly Discussion Board: 15 %

**Grade Achievement Levels:**

|  |  |  |
| --- | --- | --- |
| Grade  | Range  | Course Point Scale  |
| A  | **90 – 100 %**   | **900 – 1000**   |
| B  | **80 – 89 %**   | **800 – 899**   |
| C  | **70 – 79 %**   | **700 – 799**   |
| D  | **60 69%**   | **600 – 699**   |
| F  |  **0 59%-**   | **500 - 599**   |

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| --- |
| **Please realize the Syllabus Quiz, and the Final Project are required to succeed in the course.**  |

**17.1 Grade Appeal Statement**: “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 Vice President of Academic Affairs/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.”

## 18. TENTATIVE SCHEDULE (This course schedule and the syllabus are subject to change as needed and determined by instructor: Dr. Daphne L. Lewis

**Howdy Team!**
I am looking forward to exploring Excel Spreadsheets, Access Databases and Wix Websites with you and the team. Please realize, I see my role as your assistant to support your success, tutor, and cheer! So if you have questions, concerns, or anything at all please do not wait…..text out! 806-438-8066

See you in the boards! 

Dr. Daphne L. Lewis

Texas EC-6 Indiana K-8

Instructor College of Business

Wayland Baptist University-Virtual Campus

Contact: 806-438-8066 (Text/Call Anytime)

Email: daphne.lewis@wayland.wbu.edu

 dlewisdavis@gmail.com

## Course Schedule: WBU MISM 3314: Fall 2018

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| --- | --- | --- |
| **Weekly Calendar**   | **Weekly Start Dates**   | **Weekly Due Dates**   |
| **Start of Course**   | **Monday, August 20** | **Monday to Monday**  |
| **Week One : Module 1**   | **Monday, August 20** | **Monday, August 27** |
| **Week Two: Module 2**   | **Monday, August 27** | **Tuesday, September 4** |
| **Holiday: Labor Day** | **Monday, September 3** | **Day of No Classes/Assignments** |
| **Week Three: Module 3**   | **Tuesday, September 4** | **Monday, September 10** |
| **Week Four: Module 4**  | **Monday, September 10** | **Monday, September 17** |
| **Week Five: Module 5**   | **Monday, September 17** | **Monday, September 24** |
| **Week Six: Module 6**  | **Monday, September 24** | **Monday, October 1** |
| **Week Seven: Module 7**   | **Monday, October 1** | **Monday, October 8** |
| **Week Eight: Module 8**   | **Monday, October 8** | **Monday, October 15** |
| **Week Nine: Module 9**   | **Monday, October 15** | **Monday, October 22** |
| **Week Ten: Module 10**  **FINAL EXAM**   | **Monday, October 22**ALL Screencast to class by October 29 | **Saturday, October 29 /Wed Oct.31All Discuss to Class by October 31** |
| **End of Course**   | ALL Discuss to class by October 31 | **Saturday, November 3** |