



**MISM 3314 Advanced Computer Applications**  
Term: SuFall 2019  
**Monday, August 19 - Saturday, November 2**  
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 2019**

**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](mailto:daphne.lewis@wayland.wbu.edu)

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

Monday, Tuesday, Wednesday, Thursday, Friday: 10 am – 10 pm CTS

Saturday and Sundays. 12 pm – 10 pm CTS

24/7 Text Anytime: 806-438-8066

**COURSE MEETING & LOCATION:** Online in Blackboard Weekly Expectation

<https://wbu.blackboard.com/> (Student Log in Required)

## 8. 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/>

## 9. PREREQUISITE: Required COSC 2311

## 10. REQUIRED TEXTBOOK AND RESOURCE MATERIAL: E-Books

There 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 12<sup>th</sup> 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). Look online, there are pdf copies available, because the New Microsoft Office 365 is out this Fall. 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**

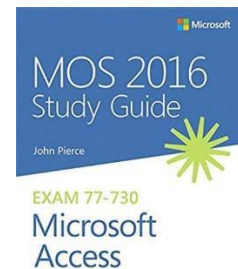
Microsoft Office Specialists Exam 77-730

Author: John Pierce

Publisher: 2017 Pearson Education, Inc.

authorized by Microsoft Corporation

**ISBN: 978-0735699397**



### **MOS 2016: Study Guide: Microsoft Excel Expert**

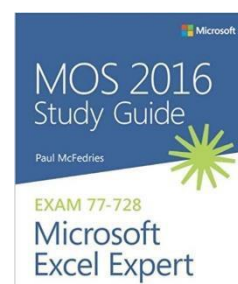
Microsoft Office Specialists Exam 77-728

Author: Paul McFedries

Publisher: 2017 Pearson Education, Inc.

authorized by Microsoft Corporation

**ISBN: 978-0735699427**



## **Redshelf Information: (Additional)**

**NOTE:** VitalSource etextbook.(This was note was added by Dr. Trish Triffilo)

Please keep in mind that VitalSource has to work with publishers to get your copy so check your Wayland email daily. A link may be provided in just a few hours, or it may take a few days.

For student access:

1. Every Course in Blackboard has a link to eTextbook [Vital Source] embedded in the course menu, with basic instructions.
2. Please encourage use of this textbook. Printed copies will NOT be available through our bookstore. Students can purchase via Amazon or similar vendor
3. Student will “register”, just like you, to access their library.
4. They will be able to read and interact with their textbook from that location.

## **Required Materials Continued**

Required **Software:** Microsoft Office 365 or Office Pro 2016 (PC/MAC) with Access 2016. (2019)

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. You must use your Wayland Email account to sign up and download Office 365 for free.

<https://www.microsoft.com/en-us/education/products/office>

This needs to be the **download** applications, not online **APP**.

**Special Note about Mac/iMacs : Access is not compatible with the Operating System on a Mac. However, you can Bootcamp your Mac, and install Windows 10, then install Office 365 for PC. Please be aware of this and take action to use Access During Weeks 1, and 6-10 in our class. Notebook, Tables, Chromebooks and the like will not accept the full Office 365 Suite installation. You will need access to a full PC/Mac to complete this course.**

**11. OPTIONAL MATERIALS:** If you are working on a university, at work or other computer (not personally owned) consider purchasing a pen drive of Lewis, D.L. (2019) MISM3314 Syllabus FALL2019

2 gigs or more for storage of files. Access does not move smoothly or save to Google Drive, or Dropbox.

## **12. 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. Be prepared to complete the MOS Certification Exams: 77-727, 77-728, 77-730

## **13. 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.

unsatisfactory progress report with the campus executive director (ROUP). 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.** Missing any of the three postings required for the discussion board, is considered an absence, and earns a grade of 0.*



**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**. (All postings due by Monday, a minimum of 3 timely postings to match attendance requirements.

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. Check YOUR email!

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 (Mondays) or after the due date, or fewer than 3 postings are completed, then 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, and earns a grade of 0.**

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 it is vital that we promote a collegiate conversation, and 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.

**VPT is the Virtual Postcard Technique.** (this is part of our weekly participation and well be required during the Final Exam Discussion as unsatisfactory progress report with the campus executive director (ROUP). 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.*

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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**

**18. Grades:**

Weekly Homework Assignments & Discussion:	60 %
Exam/Projects: Final	40 %

## Grade Achievement Levels:

Table 1: Grading Scale

Grade	Range
A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69%
F	0 – 59%-

**Please realize the Syllabus Quiz, Midterm & 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**

## 19. Dr. Lewis's Welcome to Class

### 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. Course Schedule to be posted in Blackboard.

See you in the boards!

Dr. Daphne L. Lewis

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

Texas EC-6 Indiana K-8

Email: [daphne.lewis@wayland.wbu.edu](mailto:daphne.lewis@wayland.wbu.edu)

Instructor College of Business

[dlewisdavis@gmail.com](mailto:dlewisdavis@gmail.com)

Wayland Baptist University-Virtual Campus

