**MISM 3314 Advanced Computer Applications (Assignment in Blue)
Wayland Baptist University, Virtual Campus
School of Business
Term: Spring 2014
Start Date:  Monday, February 24
End Date: Saturday, May 17**

**Course:** MISM 3314  **Title:** Advanced Computer Applications

**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.

**Instructor**: Dr. Daphne L. Lewis

**Instructor Contact Information:**
Email: dlewisdavis@gmail.com or daphne.lewis@wayland.wbu.edu
Phone: 806-438-8066 (please place calls and texts between
Monday-Friday 6-10pm and Saturday, Sunday 10am-10pm Central Time, USA)
Daily Student Communication: Phone 806-438-8066 (6-10), and
Email: dlewisdavis@gmail.com 24/7

**Live Virtual Office Hours:** Sunday Evenings 7:00 – 10:00 pm Central Time, USA
Gmail Messenger – dlewisdavis
Skype Messenger – dlewisdavis

**Contacting Your Instructor:**
You may contact me daily, seven days a week, from 6pm – 10pm Monday-Friday Central Time, USA.
You may contact me on the weekends, Saturday and Sunday from 10am-10pm Central Time
Cell Phone and Business Phone or Texting: 806-438-8066
Email dlewisdavis@gmail.com
Please realize questions are best answered in email, text or a phone call!
Please do not post questions inside the discussion board, they tend to get lost or answered not by a professor.

**Advanced Computer Applications Catalog Description:** effective use of integrated software suites (word processing, spreadsheets, databases and presentation graphics) and (creating and maintaining webpages). Information technologies applied to problem situations by the design and use of small information systems for individual and groups.

**Prerequisites:** COSC 2311 (If you have not completed this course, please do not drop MISM 3314. Instead please contact the instructor at dlewisdavis@gmail.com, to figure out a path for success in MISM 3314).

**Required Textbook:** please avoid the E-book there are unresolved issues with this addition.

Microsoft Office 2010 Advanced. Authors: Shelly and Vermaat. Shelly Cashman Series.
1st Edition, 2011 Publisher: Course Technologies, Cengage Learning.

Soft Copy ISBN:  978-1-4390-7854-9
Spiral Bound ISBN: 978-1-4390-7855-6
~~E-Book ISBN: (~~*~~This version has had challenges~~*~~) 978-1-1334-6156-2~~

Search for the best price, used, rented, borrowed or any condition that will work for you.
We will not be using the textbook the first week of class. All database files will be supplied
within the online course weekly assignment location. So no need for a cd-rom for datafiles.

**Required Software:** Microsoft Office 2010, or 2013

**Course Outcome Competencies**: Learn advanced applications of Microsoft Office and demonstrate
proficiency in using Access, Excel, PowerPoint and Word. Learn to deploy a commercial web presence for business.

Excel:
Students will construct a foundation of knowledge in excel.
Students will have the ability to design workbooks and worksheets.
Students will have experience with formulas, functions, calculating, financial &
 statistical analysis, charts, tables and graphs.
Students will be able to integrate Excel with other software applications.

Access:
Students will construct a foundation of database knowledge.
Students will have the ability to design databases, forms and reports.
Students will establish primary keys inside related tables of data.
Student will be able to integrate Access with other software applications.

Word:
Students will be able to create professionally designed documents.
Students will be able to use templates for numerous applications.
Students will be able to integrate Word with other software applications
Students will be able to develop a scholarly research document within APA guidelines.

Website:
Students will be able to construct, develop and deploy a commercial web presence.
Students will be able to use Office Suite applications within a commercial web space.
Students will be able to gather relevant data for website enhancements.

**Attendance Requirements**: Class participation is considered to be the active engagement in questions and answers,
taking part in analyses of business situations, and contributions of comments inside the class discussion board sessions.
Class participation will be assessed by the student’s participation in online discussion board activities.
***The discussion board expectations are minimum of three postings weekly, with each posting including a scholarly
conversation of more than 100+ words.***

**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.”

**Course Requirements**

Weekly Homework Assignments: 30 %

Two Exams: Midterm and Final: 30 %

Weekly Discussion Board:    20 %

Course Project:   20%

***The Final Exam is required for successful course completion.***

**Grading Criteria**

|  |  |  |
| --- | --- | --- |
| **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 %**  | **0 - 599** |

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***Weekly Class Time Periods: Monday to Monday***

The class week begins **Mondays** at 8 a.m. Central Time.
The class week will end on **Mondays** at Midnight Central Time.
Discussion board participation is expected to begin before Friday of each week.
It is each student’s responsibility to complete and turn in all reading assignments, all discussion board postings, all homework assignments and all exams before midnight that following **Monday** evening. If for any reason a student cannot save or upload their assignment to the Blackboard’s Weekly Assignment area, then you are to email your assignment to the instructor at dlewisdavis@gmail.com with all assignments compressed and attached **prior to the midnight deadline**. If you have to email assignments please place them all in one folder and compress them!

Then the following day, please attempt to upload your assignments again to the assignment link in Blackboard. Please add a comment about the late upload, with **verification** that you emailed your instructor on time with your assignments, otherwise points will be deducted. Please understand that our weekly Monday night deadlines are the best time to upload. Many of us work and do our homework on the weekends. However sometimes Sunday evening assignments uploads are challenging. So if you cannot upload your assignment, come back on Monday night to upload. If you still have a challenge email the assignment to the professor at dlewisdavis@gmail.com and then return the following day. This is why we have Monday night deadlines, our class files are large and sometimes Sunday night uploads prove challenging.

See tentative schedule at the end of the syllabus~!

**Instructional Methods:**

**1) Communication: Questions, Concerns and Challenges should be sent, called, emailed, or
texted immediately to:** **dlewisdavis@gmail.com** **or 806-438-8066, please reach out!
Please avoid posting questions in the discussion board, the professor's email dlewisdavis@gmail.com is the best resource for answers!
2) Discussion Board – scholarly conversation requiring 3 postings of 100+ words or more. Must start before Fridays!
3) Weekly Homework Assignments- include individual and textbook assignments
4) Course Project- a commercial website construction
5) Midterm and Final Exam- individualized portfolio projects uniquely developed, with grading rubrics for guidelines.

1) Communication:** Questions, Concerns and Challenges should be sent, called in, emailed or texted immediately!
Please realize, I work hard to respond to student questions immediately. So you can call me
806-438-8066 from 6 – 10:00 pm Monday-Friday and
Saturday and Sunday from 10:oo am– 10:oo pm Central Time, USA.
You can email me 24/7 at dlewisdavis@gmail.com it arrives instantly on my phone.
You can text me 24/7 at 806-438-8066….so please ask for help!
If you post a question in the discussion boards it is often lost in a thread, and not answered to promptly.
Do not hesitate to contact me, by email dlewisdavis@gmail or phone 806-438-8066. I am here to assist your success, so reach out!

2) **Discussion Board** – Weekly Participation Requirements – 20% of final grade
- Minimum 3 postings
- Minimum 100+ words on each and every posting.
- First posting in response to Discussion Board Topic due before Friday!
- Postings due before the end of the week. (Mondays)

The rational of a discussion board in an online classroom is to promote quality classroom conversation. This classroom discussion should reflect a normal classroom exchange, but will inevitably have some unique tangents not heard in a face to face or traditional course. I am looking forward to sharing your stories, ideas and thoughts! Please be encouraged to post thoughts, ideas, feelings and inspirations that you feel would be helpful to the class and the discussion.

The requirements for the discussion board are:

* First posting should be in response to the discussion board topic. (before FRIDAY night)
* In one sentence, recap your discussion topic’s theme at the start of each post. (This recap - does not count in 100 word minimum)
* First response posted prior to Friday nights’ Deadline.
* Follow up on at least two more additional posts prior to **Monday’s deadline.**
* ***Minimum 100*** + words on each discussion posting.

Try the VPT - Virtual Postcard Technique! Minimum of **3** quality, unique and well thought out posts. - Have a conversation!
Here is the VPT Technique

I like using the "**Virtual PostCard Technique**"

.......The Virtual Postcard Technique....

**First**: Begin by saying Hello and a name. Maybe you noticed, I always say "Howdy!"

**Second:** Write one sentence summarizing your topic, maybe you are making your first initial
discussion board post of the week, so summarize the topic for discussion.
Summarize this in a sentence to bring ALL the readers on board.

**Third**: Write about your topic, for example: if you are math problems or four problems from the textbook -
Write the location of the problem, the exercise set, the number and the entire problem out !
This is vital, this brings everyone to the same starting point to solve the problem. Then actually go step by step writing out how you solved the problem. Now here is the collegiate key......Next write and talk about each individual problem with the problem itself. Usually, at least 25 words per problem describing how you solved the problem, show us as you talk! It might sound like a challenge, but just have a conversation, like you were talking to your next door neighbor! Pretend you are explaining to your neighbor the math problem.

~There should always be a minimum of 100+ words inside any discussion board posting~

**Fourth:** Finally, say goodbye and sign your name.
Signing or typing your name provides you with "Ownership" and Pride!

A Virtual Postcard Technique Shares Your Thoughts, and Assignments clearly and concisely at the collegiate level inside the discussion board.

**3) Weekly Homework Assignments –** 30% of final grade

Assignments are graded on a weekly basis, each week the tasks you complete could come from the course textbook, a document, a video or an online source. Most often the weekly assignments will include a combination of these elements. Please make sure you are doing the work from not only the textbook, but course work from other sources as well. In order to receive full graded credit for that week’s work you must complete assignments from all sources.

**4) Course Project-** – 20% of final grade
Each week a certain section of your work will be flagged as a component for our course project. At the end of the course, these components will be combined to create a single online presence, just as you would, if you were developing a virtual project for a viable business. While the final project is an essential part of the course work and grade; if you stay on track with the weekly components the project at the end of the course will fall into place. Project components are graded on a weekly basis.

**5) Midterm and Final Exam** - 30% of final grade

The exam portions of this course are opportunities for you to demonstrate your mastery of the various components you have been working with in the course. These dynamic assignments include a variety of opportunities for students to demonstrate knowledge, but are not generally formatted like traditional pen and paper tests. They do however have strict deadlines, are ***not available for extensions,*** and **must be completed in order to pass the course.** As with any course component, I am happy to discuss the Midterm and Final exams with you at any time, but I have great confidence in your ability to succeed on these exams, if you have kept up with course work!

**Wayland Baptist University Virtual Campus Policy Statements:**

 “This class will adhere to zero tolerance for using someone else’s work
 as your own.”

 “It is university policy that no otherwise qualified disabled person be
 excused from participation in, be denied the benefits of, or be subject to
 discrimination under any educational program or activity in the University.
 Students should inform the instructor of existing disabilities at the first class
 meeting”

* “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 University Academic
 Catalog applicable to their curriculum and/or program of study.”

**Confused, unsure? Drop Daphne an email, text or call and she can help!
See you online and in class!
Daphne****dlewisdavis@gmail.com** **806-438-8066**

**(Cell phone, text or email between 6 PM to 10 PM Monday- Friday
  10 AM to 10PM Saturday - Sunday
Central Time ~ Thanks!)
Online Office Hours Live Sunday Evenings 7:00-10:00 pm CST
Gmail dlewisdavis Skype dlewisdavis Cell Phone 806-438-8066**

Assignment for Syllabus and Syllabus Quiz

***~Please upload a word document in Office 2010 or 2013, right here (an attachment)
stating that you have read the syllabus and understand the course requirements.~
Please also provide your Complete Legal Name, Current Address, Email Account (Not Wayland)
and Cell Phone. This is ONLY for professor to student communication, but is required for this assignment.
The assignment requires you to attach a word document in Office 2010 or 2013 and complete the following information:
You are invited to just copy and paste the text below.
Then place the text on an Microsoft Office 2010/2013 Word Documents saved as: docx
Complete the information and upload it right here for credit so Syllabus Quiz Assignment
Complete Name:
Cell Phone:
Current Mailing Address:
Street Address:
City:
State:
Zip Code:
Country:
Email Account (Not WBU Email):***
Questions- Concerns - Ask Me!
See you in the boards!
Daphne
Dr. Daphne L. Lewis
Faculty, School of Business
Wayland Baptist University
dlewisdavis@gmail.com
daphne.lewis@wayland.wbu.edu
806-438-8066
(Please call or text between 6-10pm Monday - Friday
10am-10pm Saturday, and Sunday Central Time, USA)