# "WBUlogo"

**VIRTUAL CAMPUS**

School of Business  
MISM 3314 SPRING 2018 SYLLABUS  
MONDAY, FEBRUARY 26, 2018 – SATURDAY, MAY 19,2018

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MISM 3314-VC01/VC02, Advanced Computer Applications

# **4. TERM**:

Spring 2018

# **5. INSTRUCTOR**:

Dr. Daphne L. Lewis

# **6. CONTACT INFORMATION**:

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

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

# **7. OFFICE HOURS, BUILDING & LOCATION**: 806-438-8066 (Call/Text) 10 AM – 10 PM Monday, Tuesday, Wednesday, Thursday, Friday 12 PM – 10 PM Saturday, Sunday

**Contacting your instructor**: The instructor (Dr. Daphne L. Lewis), provides a personal cell phone number to all students, for instant communication please text or call 806-438-8066. If you miss the instructor, please provide your full course WBU MISM 3314 VC01/VC02 your full name and full phone number.  
 You may of course email the instructor. If you choose to do this format, please make sure to include in the Subject Line of ALL emails.   
Subject: **WBU MISM 3314 VC01/VC02 And Your First and Last Name**

# **8. COURSE MEETING TIME & LOCATION**:

Meeting day & time: <https://wbu.blackboard.com>   
This is an online course requiring internet connection, a computer and weekly access and participation. Attendance will be judged by the completion of weekly discussion boards, assignments, and project component completions.

# **9. CATALOG DESCRIPTION**:

Effective and efficient use of integrated software suites (word processing, spreadsheets, databases, and presentation graphics) and creating and maintaining web pages. Information technologies applied to problem situations by the design and use of small information systems for individuals and groups.

# 10. PREREQUISITE:

COSC 2311

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**: Students must have access by Week 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Desktop Pro Plus | TestOut |  | 2016 | TestOut | 9781-93508-0640 | 11/30/16 |

# 12. ADDITIONAL MATERIALS

Test Out Academic price - $149

Purchase option from LabSim at [**h**](http://www.testout.com/)**ttp://www.testout.com**[.](http://www.testout.com/) Click on **Need to buy a LabSim Course**? Make sure to connect yourself to Wayland Baptist University, and Dr. Daphne Lewis’s Section! Careful, used codes other online resources will not provide the correct E-Code Access for TestOut Desktop Pro Plus, previous course editions will not work. Look for Lewis – Wayland Baptist and Your Section

Section VC01: MISM3314\_**VC01**\_Spring2018

Section VC02: MISM3314\_**VC02**\_Spring2018

**Student LabSim Order process**

Go to [www.testout.com](http://www.testout.com) and click on the **Shopping Cart icon** in upper right corner.

* Enter Price Code: **14-232TA** and press Continue
* Select the LabSim courseware required for your class, Add to Cart and press Checkout
* Type in School Name: **Wayland Baptist University**
* No State Sales Tax except for Utah residents.
* You will be emailed your LabSim activation code and instructions to access LabSim.
* LabSim content is accessed online and the best method to Create an Account and Login to LabSim is from <http://www.testout.com>
* LabSim license is good for 18 months from the date the LabSim is activated by the student.

**Required Software: Microsoft Office 365 or Office Pro 2016 (PC/MAC)**

This software is available for *free* when using your WBU Email account as your log in user name for a Microsoft Account. Please use Microsoft Edge as your Internet Browser for signing up for Office 365. Please use Google Chrome for Blackboard, TestOut and more.

Please see instructions inside Blackboard **Course Info** for signing up instructions. (PowerPoint+Audio)

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

* Learn advanced applications of Microsoft Office and demonstrate proficiency in using Word, Excel, Access, and PowerPoint.

# 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.

# **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 Components are required course components**

# *Students cannot succeed in the course without completion of the Midterm and Final Exam/Project.* Grades: How many gradebook points are in this course? 1000

Weekly Homework Assignments: 55 %

Two Exam/Projects: Midterm and Final: 30 %

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** |

|  |  |
| --- | --- |
| **Please realize the Syllabus Quiz, Midterm Exam and the Final Project are required to** | |
| **Pass this course!** |  |

**17.1 Include 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**

Syllabus and Course Schedule are subject to change at the decision of the instructor.   
 DLL 2018

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| --- | --- | --- |
| **Weekly Calendar** | **Weekly Start Dates** | **Weekly Due Dates** |
| **Start of Course** | **Monday, February 26** | **Monday to Monday** |
| **Week One : Module 1** | **Monday, February 26** | **Monday, March 5** |
| **HOLIDAY: Spring Break** | **Saturday March 10** | **Sunday, March 18** |
| **Week Two: Module 2** | **Monday, March 5** | **Monday, March 19** |
| **Week Three: Module 3** | **Monday, March 19** | **Monday, March 26** |
| **Week Four: Module 4** | **Monday, March 26** | **Tuesday, April 3** |
| **HOLIDAY: Easter** | **Monday, April 2** | **Monday, April 2** |
| **Week Five: Module 5** | **Tuesday, April 3** | **Monday, April 9** |
| **Week Six: Module 6**  **MIDTERM EXAM** | **Monday, April 9** | **Monday, April 16** |
| **Week Seven: Module 7** | **Monday, April 16** | **Monday, April 23** |
| **Week Eight: Module 8** | **Monday, April 23** | **Monday, April 30** |
| **Week Nine: Module 9** | **Monday, April 30** | **Monday, May 7** |
| **Week Ten: Module 10**  **FINAL EXAM** | **Monday, May 7** | **Monday, May 14**  Discuss to class by Wednesday 16 |
| **End of Course** |  | **Saturday, May 19** |

**Course Information, concerns, questions, tutoring….Text or Call Daphne~! 806-438-8066**

Howdy Team!

My name is Dr. Daphne L. Lewis and I am looking forward to being your instructor this semester. I want all my students here and abroad to realize I am very reachable. You can call me or text me anytime **806-438-8066**.

Contact Communication Continued: call or text anytime 806-438-8066

Email is fine too! **daphne.lewis@wbu.wayland.edu**

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| --- | --- |
| In all virtual communications, please include the following in your email subject line |  |
| **Subject line: MISM 3314 VC01/VC02 Your First and Last Name** | |

Please, leave a detailed message, and I will get back to you right away!

Please understand by detailed, I mean **WBU MISM 3314 Name and Phone Number**. (*Thanks!)*

I hope you realize I feel part of your team! I desire to work and learn with you! We can also join up online, share computer screens and have a one on one tutoring session for your success. You are not alone, even at a distance. Do not lag behind or get lost! Contact Me 806-438-8066 (Text/Call) and let’s provide some clarity and definition to any questions. Let us work and learn together to provide you with a path for success!

This class is more than software, data and websites; it’s about learning to develop a virtual professional presence! I believe you are going to enjoy learning more in-depth Microsoft Office and how to develop your own unique virtual professional presence.

See you in the boards!  
  
Dr. Daphne L. Lewis  
Instructor of Business  
College of Business  
Wayland Baptist University  
Contact: 806-438-8066 (Text/Call)  
Email: daphne.lewis@wayland.wbu.edu