**WAYLAND BAPTIST UNIVERSITY**

**VIRTUAL CAMPUS**

**SCHOOL OF BUSINESS**

**MISM 3314 SUMMER 2017 SYLLABUS**

 **MONDAY, MAY 29, 2017 – SATURDAY, AUGUST 12, 2017**

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.

1. **Course:** **MISM 3314** – **Advanced Computer Applications**
2. **Term**:  **SPRING 2017 - MONDAY, MAY 29, 2017 – SATURDAY, AUGUST 12, 2017
Holidays: Monday, May 29 – Memorial Day (No Assignments Due)
 Tuesday, July 4, – Independence Day (No Assignments Due)**

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

1. **Office Phone Number:** 806-438-8066 (text or calls accepted)

 **WBU Email Address:** daphne.lewis@wayland.wbu.edu or dlewisdavis@gmail.com

1. **Office Hours, Online and Phone**: 10-10 Monday-Friday, Sat/Sun 12-10 CST
 Text/Call 806-438-8066

1. **Class Meeting Time and Location**: WBU Blackboard (Weekly Expectations)

1. **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 2017

1. **Prerequisites:** COSC 2311.

1. **Required Textbook Code and Resources**: Students must have access to the textbook code by 3/13/2017.

**TestOut Desktop Pro Plus – English LabSim: Promotion Code: 14-232TA**

ISBN # 978-1-935080-64-0 Academic price - $149

Purchase ONLY from LabSim at [http://www.testout.com.](http://www.testout.com/) Click on **Need to buy a LabSim Course**?
Please see Course Info in Blackboard for the complete purchasing process.

Section VC01: MISM3314\_VC01\_Summer2017

**14**

**-**

**232**

**TA**

Section VC02: MISM3314\_VC02\_Summer2017

**Required Software: Microsoft Office 365 (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 see instructions inside Course Info in Blackboard for signing up instructions.

1. **Online Course:** This is an online course requiring internet connection, a computer and weekly access and participation.

**Blackboard**: Wayland Baptist University uses Blackboard for their Learning Management System and Online Course Content. MISM 3314 uses Blackboard and TestOut or all course components, including but not limited to: Attendance, Participation, Discussion Boards, Assignment and Weekly Content, Assignment Submission, Plagiarism Policy, Instructor Information, Announcements, and Grades.

(When selecting a browser for classroom, TestOut and Blackboard access, using Mozilla Firefox, Google Chrome or Safari (apple products) are best suited to WBU Blackboard access.)

**Course Requirements**: There are no proctored exams, and no proctor expectations.

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

1. **Course Outcome Competencies:**

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

1. **Attendance Requirements:** Weekly Attendance required through Discussion Boards and Assignments

1. **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.”

1. **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.* 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.

1. **Participation and Attendance** will be assess through Discussion Board Participation. Participation and Attendance will be assessed weekly through the online discussion board. Students are expected to respond to the initial discussion board posting topic by Friday. This provides time for all students to read, review and respond to other student’s comments, suggestions and ideas by Monday. Discussion boards expectations include three postings per week, with at least 100+ words of a collegiate level conversation. If all postings are placed inside the discussion board on the last due date or after the due date then no gradebook points will be awarded, and the student will be considered in non-attendance for the week.

1. **Discussion Board.** The discussion board is our classroom in the online environment. It is here that we share, discuss and propose ideas. It is here 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 Virtual Postcard Technique to promote a supportive, positive and complete college level conversation.

**The VPT is the Virtual Postcard Technique**.

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. 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. This was the term “Good Job, Well Done have meaning at the collegiate level.

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

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

Using the VPT can really support your success in college and business communications. Successfully 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 those 100+ words should have meaning, clarity and value!

1. **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!** |  |

18. **Course Schedule:** **MONDAY, MAY 29, 2017 – SATURDAY, AUGUST 12, 2017**

 Syllabus & Course Schedule are subject to change at the decision of the instructor. DLL 2017

|  |  |  |
| --- | --- | --- |
| **Weekly Calendar**  | **Weekly Start Dates**  | **Weekly Due Dates**  |
| **Start of Course**  | **Monday, May 29**  |  **Holiday, Memorial Day** |
| **Week One : Module 1**  | **Monday, May 29**  | **Monday, June 5**  |
| **Week Two: Module 2**  | **Monday, June 5**  | **Monday, June 12**  |
| **Week Three: Module 3**  | **Monday, June 12**  | **Monday, June 19**  |
| **Week Four: Module 4**  | **Monday, June 19**  | **Monday, June 26**  |
| **Week Five: Module 5**  | **Monday, June 26**  | **Monday, July 10**  |
| **Holiday: Independence** | **Tuesday, July 4**  | **Tuesday, July 4**  |
| **Week Six: Module 6MIDTERM EXAM** | **Monday, July 10**  | **Monday, July 17**  |
| **Week Seven: Module 7**  | **Monday, July 17**  | **Monday, July 24**  |
| **Week Eight: Module 8**  | **Monday, July 24**  | **Monday, July 31**  |
| **Week Nine: Module 9**  | **Monday, July 31**  | **Monday, August 7**  |
| **Week Ten: Module 10** **FINAL EXAM**  | Monday, August 7  | Saturday, August 12 |
| **End of Course**  |  | **Saturday, August 12, 2017**  |

1. **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**.

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

In all virtual communications, please include the following in your email subject line Thanks!



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!)*

Team!

I hope you realize I feel part of your team! I desire to work and learn with you! So realize….

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. So 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.

 Syllabus & Course Schedule are subject to change at the decision of the instructor. DLL 2017

**See you in the boards!**

**Dr. Daphne L. Lewis**

**Faculty, School of Business**

**Wayland Baptist University**

**daphne.lewis@wayland.wbu.edu**

**dlewisdavis@gmail.com**

**Text/Call 806-438-8066**