MISM 3314 Advanced Computer Applications
Term: Summer 2018
**Monday, May 28 – Saturday, August 11**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**: Summer, 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

## **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.
Prerequisite: COSC 2311
Reference: WBU Catalog 2017-2018
<http://catalog.wbu.edu/search_advanced.php?cur_cat_oid=7&search_database=Search&search_db=Search&cpage=1&ecpage=1&ppage=1&spage=1&tpage=1&location=33&filter%5Bkeyword%5D=MISM+3314>

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

## **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

**TestOut Desktop Pro Plus – English LabSim: Must have the “Desktop Pro Plus” in course**

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

Purchase 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 MISM 3314 VC02 SUMMER 2018

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

## 12. OPTIONAL MATERIALS: If you are working on a university, or other computer consider purchasing a pen drive of 2 gigs or more for storage of files.

## **13. COURSE OUTCOMES AND 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.

## 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.

**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 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, 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.

1. 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 VPT 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 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 it’s solution. Does the term “Good Job” or “Well Done” have meaning at the collegiate level? You can make it have meaning with a description 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 those 100+ words should have a strong meaning, clarity and value!

## 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: 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 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

## Course ScheduleHolidays: Monday , May 28 Memorial Day and July 4 Independence Day \

|  |  |  |
| --- | --- | --- |
| **Weekly Calendar**   | **Weekly Start Dates**   | **Weekly Due Dates**   |
| **Start of Course**   | **Monday, May 28** | **Monday to Monday**  |
| **Week One : Module 1**   | **Monday, May 28** | **Monday, June 4** |
| **Week Two: Module 2**   | **Monday, June 4** | **Monday, June 11** |
| **Week Three: Module 3**   | **Monday, June 11** | **Monday, June 18**  |
| **Week Four: Module 4**  | **Monday, June 18** | **Monday, June 25** |
| **Week Five: Module 5**   | **Monday, June 25**  | **Monday, July 2** |
| **HOLIDAY: Independence Day** | **Wednesday, July 4,**  | **Monday, July 4** |
| **Week Six: Module 6** **MIDTERM EXAM**  | **Monday, July 2** | **Monday, July 9** |
| **Week Seven: Module 7**   | **Monday, July 9** | **Monday, April 16** |
| **Week Eight: Module 8**   | **Monday, July 16** | **Monday, July 23** |
| **Week Nine: Module 9**   | **Monday, July 23** | **Monday, July 30** |
| **Week Ten: Module 10**  **FINAL EXAM**   | **Monday, July 30** | **Saturday, August 11**Discuss to class by Wednesday 8 |
| **End of Course**   |   | **Saturday, August 11** |