**WAYLAND BAPTIST UNIVERSITY**

**VIRTUAL CAMPUS**

**SCHOOL OF BUSINESS**

**MISM 3314 WINTER 2017 SYLLABUS**

 **MONDAY, NOVEMBER 13, 2017 – SATURDAY, FEBRUARY 17, 2018**

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**

1. **Term**:  **FALL 2017 - MONDAY, AUGUST 21, 2017 – SATURDAY, NOVEMBER 4,**

**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.

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 me, please provide your full course WBU MISM 3314 VC01/VC02 your full name and full phone number. You may of course also 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**

1. **Required Textbook Code and Resources**: Students must have access to the textbook code by 11/27/2017.

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

ISBN # 978-1-935080-64-0

 Academic price - $149

Purchase ONLY 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**\_WINTER2017

Section VC02: MISM3314\_**VC02**\_WINTER2017

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

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

Traditional and Online Course Content. MISM 3314 uses Blackboard and TestOut on 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 Internet Browsers are best suited to WBU Blackboard Access.)

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

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| **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.
2. **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 **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. 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 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!

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**   |

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

18. **Course Schedule:** **WINTER TERM 2017**
**MONDAY, AUGUST 21, 2017 – SATURDAY, NOVEMBER 4, 2017**

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

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| **Weekly Calendar**   | **Weekly Start Dates**   | **Weekly Due Dates**   |
| **Start of Course**   | **Monday, November 13**   | Monday to Monday M1-4Wednesday to Wednesday M5-10 |
| **Week One : Module 1**   | **Monday, November 13**   | **Sunday, November 19**   |
| **HOLIDAY: Thanksgiving** | **Monday, November 20** | **Sunday, November 26** |
| **Week Two: Module 2**   | **Monday, November 27**   | **Monday, December 4**   |
| **Week Three: Module 3**   | **Monday, December 4** | **Monday, December 11**  |
| **Week Four: Module 4**  | **Monday, December 11**  | **Monday, December 18**   |
| **HOLIDAY: Christmas** | **December 20, 2017** | **January 2, 2018** |
| **Week Five: Module 5**   | **Wednesday, January 3**   | **Wednesday, January 10**   |
| **HOLIDAY: MLK** | **Monday, January 15** |  |
| **Week Six: Module 6** **MIDTERM EXAM**  | **Wednesday, January 10**   | **Wednesday, January 17**   |
| **Week Seven: Module 7**   | **Wednesday, January 17**   | **Wednesday, January 24**   |
| **Week Eight: Module 8**   | **Wednesday, January 24**   | **Wednesday, January 31**   |
| **Week Nine: Module 9**   | **Wednesday, January 31**   | **Wednesday, February 7**   |
| **Week Ten: Module 10**  **FINAL EXAM**   | **Wednesday, February 7**  | **Saturday, February 14**  |
| **End of Course**   |   | **Saturday, February 17, 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**.

Contact Communication Continued:

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 |   |
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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 806-4388066 (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