

Wayland Baptist University
Virtual Campus

2. Wayland Baptist 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 and Title:

EDIT 5310 Microcomputer Applications

4. Term and Dates: Fall 1 2023

5. Instructor:

Dr. Gene Whitfill

6. Office Phone and WBU Email Address:

Phone: (806) 296-7013 be sure to leave a message!

Email: whitfillg@wbu.edu

7. Office Hours and Location

Since this is a virtual course, please feel free to contact me any time by email or phone. Unless it is family or golf buddies, I tend to ignore most phone calls. So, if you call, please leave a message. I will always try to respond within 12 hours or less.

8. Class Meeting Times/Location:

Virtual Class – Through Blackboard

9. Catalog Description:

Microcomputer utilization in education for management and integration into instruction through advanced use of integrated software packages, graphics, desktop publishing, the Internet, multimedia, and electronic presentations; included with computer-assisted instruction, computer-managed instruction, and the acquisition of hardware and software.

10. Prerequisites:

This is a computer software skills course in word processing, spreadsheets, databases and multimedia presentation that incorporates critical thinking and problem solving in

the development of the skills. It is a series of case-based tutorials with step-by-step guidance that challenges students to apply what they learn to real-life situations.

11. Required Resources:

New Perspectives: Microsoft Office 365 & Office 2019, (2018) Introductory ISBN: 9780357119976

12. Optional Materials:

None Required

13. Course outcome Competencies:

TECHNOLOGY APPLICATIONS STANDARDS FOR ALL BEGINNING TEACHERS

Standard I. All teachers use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.

Standard II. All teachers identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.

Standard III. All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.

Standard IV. All teachers communicate information in different formats and for diverse audiences.

Standard V. All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

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.

Since this is an online class, you are expected to check weekly for modules as they are opened. Late work may be accepted, but not without prior permission from me. In addition, points will be deducted for late work.

All assignments are to be completed. I wouldn't assign them if I didn't want you to do them. If corrections are required, I will show you how to make corrections and ask you to make the corrections and submit the assignment again. If you do all the assignments to my expectation, you will receive an A. I will post individual assignments weekly and expect it to be loaded to the digital dropbox within 7 days from the assignment.

15. Statement on Plagiarism and Academic Dishonesty:

[Link to Statement on Academic Integrity](#)

16. Disability Statement:

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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

17. Course Requirements and Grading Criteria:

Each student will be assigned the following assignments that will include the following:

1. Six Microsoft Word projects-50 points apiece
2. Six Microsoft Excel projects-50 points apiece
3. Six Microsoft Access projects-50 points apiece
4. Six Microsoft PowerPoint projects-50 points apiece

Total of 1200 points will come from your assignments above.

University Grading System:

- A 90%-100%
- B 80%-89%
- C 70%-79%
- D 60%-69%

F below 60%

Cr For Credit*

NCR No Credit

I Incomplete**

W Withdrawal

X No grade given

IP In Progress

* A grade of CR indicates that credit in semester hours was granted but no grade or grade points were recorded.

** A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to the grade of F. An incomplete notation cannot remain on the student's permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term.

18. Student Appeals:

“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.”

19. Tentative Schedule: All Assignments are due on Sunday's at 11:59 PM CST for the corresponding weeks.

Week 1 and 2

Word

There are 6 Word Assignments worth 300 total points

Week 3 and 4

Excel or Spreadsheet

There are 6 Excel Assignments worth 300 total points

Week 5 and 6

ACCESS

There are 6 Access Assignments worth 300 total points

Week 7 and 8

POWERPOINT

There are 6 PowerPoint Assignments worth 300 total points

I reserve the right to make any changes I deem necessary.