WAYLAND BAPTIST UNIVERSITY
VIRTUAL CAMPUS
SCHOOL OF EDUCATION

1. 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.

2. Course Number and Title: EDIT 5310 Microcomputer Applications

3. Term and Dates: Spring 2 2022

4. Instructor: Dr. Jerrod Pickering

5. Office Phone and WBU Email Address:

Phone:
        Cell Phone (806) 241-8007 – Call/Text

Email: jerrod.pickering@wayland.wbu.edu

6. Office Hours, Building, Location:

I will meet as needed between 7am CST and 11pm CST.

7. Class Meeting Times/Location: Virtual Class – Through Blackboard

8. 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.

Office 365 includes the following programs:

- Microsoft Word® 365 provides templates, an AutoContent Wizard, and formatting options, such as Clip Art insertion, that enable the teacher and students to write professional documentation.

- Microsoft Excel® 365 allows the teacher and students to gather, organize, and manage data effectively by using the latest tools.

- Microsoft PowerPoint® 365 enables the teacher and students to create dynamic presentations by using new animation tools, design templates, formatting techniques, and more.

- Microsoft Access® 365 allows the teacher and students to organize and manage large amounts of information effectively by using a database. From small reports

to extensive data searches, Access provides a flexible storage base for your information.

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 2016,

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: 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.
http://catalog.wbu.edu/content.php?catoid=8&navoid=707&hl=plagiarism&returnto=search

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:

Each student will be assigned the following assignments that will include the following:
1. One Discussion Board- 10 Points
2. 2 Word Assignments- 10 Points Each
3. 2 Excel Assignments- 10 Points Each
4. 2 PowerPoint Assignments- 10 Points Each
5. 1 One Note Assignment- 10 Points
6. 2 Sway Assignments- 10 Points Each

Total of 34 worth a total of 170 points. Your average will be determined by the percentages below.

University Grading System:

A	90%-100%		Cr	For Credit*
B	80%-89%		NCR	No Credit
C	70%-79%		I	Incomplete**
D	60%-69%		W	Withdrawal
F	below 60%		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.

17.1 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."

18. Tentative Schedule:

Week	Assignment
1-2	Introduction MS Word 2 Case Problem Assignments
3-4	MS Excel 2 Case Problem Assignments
4-6	MS PowerPoint 2 Case Problem Assignments
7-8	One Note & Sway One Note Assignment 2 Sway Assignments

I reserve the right to make any changes I feel necessary to enhance learning and the class.