



**VC CAMPUS
SCHOOL OF Education**

SYLLABUS

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: **EDIT 5340** – SU-CMP2017VC01, Advanced Desktop Publishing & Digital Graphics
2. Term: Summer 2017
3. Instructor: Dr. Jerrod Pickering
4. Mobile Phone Number: 806-241-8007 and WBU Email Address: Jerrod.pickering@wayland.wbu.edu
5. Office Hours, Building, and Location: By Appointment Only
6. Class Meeting Time and Location: Online
7. Catalog Description: Skills and knowledge used to maintain and repair personal computers.
8. Prerequisites: None
9. Required Textbook and Resources:

BOOK	AUTHOR
<u>No Textbook for this Course</u>	N/A

10. Optional Materials:
11. This course will take on a life of its own. You will learn how to use digital graphics and other media to create useful tools. It will be the goal of this course to have students not spend any money.
12. Attendance Requirements: Log in and work weekly
13. 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.
14. 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.”
15. Course Requirements and Grading Criteria:
 - Section Tests- 35% These will be from the lab sim module
 - Discussion Boards- 35% You will participate in 5 different discussion board throughout the course.
 - Final- 30%

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.

16. Tentative Schedule: Students will be responsible for logging in and completing assignments at their own pace. The instructor will monitor progress and get in touch with the student if they are not progressing in a timely manner.

17. Additional information as desired by the faculty member.