

Course Descriptions

GENERAL STUDY COURSES

GSTDY 1051 SWOSUCONNECT

This course helps all new SWOSU students navigate the university, engage in education, and succeed in their college experience. It provides information about campus resources and policies and prepares students for academic success. Students will complete a variety of reading and writing assignments, participate in class discussions, and engage in a service-learning experience during this course.

GSTDY 1061 PRESIDENT'S LEADERSHIP I

Basic leadership course (one-hour credit per semester.) Students will learn about different leadership theories and how they apply to different situations. This class is designed for students to learn the importance of leadership on campus and in their community. The main objective is to produce outstanding graduates who will assume roles as leaders in their chosen professions and communities. Students will also be instructed on materials related to SWOSUConnect. Signature Only. **F**

GSTDY 1071 PRESIDENT'S LEADERSHIP II

Basic leadership course (one-hour credit per semester.) Students will learn about different leadership theories and be able to identify them from examples provided. This class is designed for students to learn the importance of leadership in the area and state. The main objective is to produce outstanding graduates who will assume roles as leaders in their chosen professions and communities. Signature only. **S**

GSTDY 1441 COLLEGE SUCCESS

College Success is designed to enhance students' skills in becoming successful college students. The course will address topics including time management, learning styles, note taking, test taking, reading skills, etc. The course is required for all students who do not meet the State Regent's requirements for admission to a regional university and for all students returning from suspension. It is highly recommended for students desiring to improve skills needed for academic success. **F, S**

GSTDY 2061 PRESIDENT'S LEADERSHIP III

Mid-level leadership course (one-hour credit per semester.) Students will learn about different leadership theories and be able to put those into practice. This class is designed for students to learn the importance and practice of leadership on campus and in the community. The main objective is to produce outstanding graduates who will assume roles as leaders in their chosen professions and communities. Signature only. **F**

GSTDY 2071 PRESIDENT'S LEADERSHIP IV

Advanced leadership course (one-hour credit per semester.) Students will learn about different leadership theories and be able to develop their own leadership style and put it into practice. This class is designed for students to build upon their leadership skills and be able to recognize leadership skills in others. The main objective is to produce outstanding graduates who will assume roles as leaders in their chosen professions and communities. Signature only. **S**

SELF-PACED ONLINE COURSES

GSTDY 1901 BASIC MS PROJECT

Self-paced introduction to Microsoft Project. Topics include creating a project, adding tasks, assigning resources, leveling resources, reports, Gantt charting, PERT, and CPM.

GSTDY 1901 BASIC MOZILLA FIREFOX

Self-paced study for using Mozilla Firefox. Topics will include web research techniques and search engines, communicating over the internet using Mozilla Thunderbird and Firefox Customization.

GSTDY 1901 BASIC WINDOWS 7

Self-paced study in using Basic Windows 7 covering fundamental Windows usage, multimedia usage, basic network use, and file management and maintenance

GSTDY 1901 BASIC ACCESS 2016

A self-paced study of Microsoft Access 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating and using a database, querying a database, maintaining a database, sharing data among applications, reports, forms, and using Visual Basic for Applications.

GSTDY 2901 INTERMEDIATE ACCESS 2016

A self-paced study of Microsoft Access 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating and using a database, querying a database, maintaining a database, sharing data among applications, reports, forms, and using Visual Basic for Applications.

GSTDY 2901 ADVANCED ACCESS 2016

A self-paced study of Microsoft Access 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating and using a database, querying a database, maintaining a database, sharing data among applications, reports, forms, and using Visual Basic for Applications.

GSTDY 1901 BASIC EXCEL 2016

A self-paced study of Microsoft Excel 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating spreadsheets, functions and formulas, formatting, web features, Visual Basic for Applications, querying data, and using various Excel features.

GSTDY 2901 INTERMEDIATE EXCEL 2016

A self-paced study of Microsoft Excel 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating spreadsheets, functions and formulas, formatting, web features, Visual Basic for Applications, querying data, and using various Excel features.

GSTDY 2901 ADVANCED EXCEL 2016

A self-paced study of Microsoft Excel 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating spreadsheets, functions and formulas, formatting, web features, Visual Basic for Applications, querying data, and using various Excel features.

GSTDY 1901 BASIC EXCEL FOR ENGINEER & TECH

Self-paced study of Excel as part of a three-part series focusing on engineering & technical situations emphasizing problem solving, simulation, and decision making.

GSTDY 1901 INTERMEDIATE EXCEL FOR ENGINEER & TECH

Self-paced study of Excel as part of a three-part series focusing on engineering & technical situations emphasizing problem solving, simulation, and decision making.

GSTDY 2901 ADVANCED EXCEL FOR ENGINEER & TECH

Self-paced study of Excel as part of a three-part series focusing on engineering & technical situations emphasizing problem solving, simulation, and decision making.

GSTDY 1901 BASIC ILLUSTRATOR CC

A self-paced study of Adobe Illustrator CC as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating a document, creating basic shapes, applying fill and stroke color to objects, placing objects, working with guides, transforming objects, creating and formatting text, creating colors and gradients, applying colors and gradients, drawing, attributes, assembly, paths, clipping masks, layers, and paths.

GSTDY 2901 INTERMEDIATE ILLUSTRATOR CC

A self-paced study of Adobe Illustrator CC as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating a document, creating basic shapes, applying fill and stroke color to objects, placing objects, working with guides, transforming objects, creating and formatting text, creating colors and gradients, applying colors and gradients, drawing, attributes, assembly, paths, clipping masks, layers, and paths.

GSTDY 2901 ADVANCED ILLUSTRATOR CC

A self-paced study of Adobe Illustrator CC as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating a document, creating basic shapes, applying fill and stroke color to objects, placing objects, working with guides, transforming objects, creating and formatting text, creating colors and gradients, applying colors and gradients, drawing, attributes, assembly, paths, clipping masks, layers, and paths.

GSTDY 1901 BASIC INDESIGN CC

A self-paced study of Adobe InDesign CC as part of a three-part series covering introductory through advanced concepts in using the application. Topics include exploring the workspace, changing views, navigating, formatting text and paragraphs, creating and applying styles, creating and using master pages, placing text and thread text, creating sections, aligning and distributing objects on a pages, stacking and layering objects, working with frames, and working with colors.

GSTDY 2901 INTERMEDIATE INDESIGN CC

A self-paced study of Adobe InDesign CC as part of a three-part series covering introductory through advanced concepts in using the application. Topics include exploring the workspace, changing views, navigating, formatting text and paragraphs, creating and applying styles, creating and using master pages, placing text and thread text, creating sections, aligning and distributing objects on a pages, stacking and layering objects, working with frames, and working with colors.

GSTDY 2901 ADVANCED INDESIGN CC

A self-paced study of Adobe InDesign CC as part of a three-part series covering introductory through advanced concepts in using the application. Topics include exploring the workspace, changing views, navigating, formatting text and paragraphs, creating and applying styles, creating and using master pages, placing text and thread text, creating sections, aligning and distributing objects on a page, stacking and layering objects, working with frames, and working with colors.

GSTDY 1902 BASIC MM FLASH MX 2004

A self-paced study of Macromedia Flash MX 2004 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include text and symbols, creating animations, adding buttons and behaviors, using bitmaps, gradients, publishing, creating a Flash web site, and adding interactivity.

GSTDY 2902 INTERMEDIATE MM FLASH MX 2004

A self-paced study of Macromedia Flash MX 2004as part of a three-part series covering introductory through advanced concepts in using the application. Topics include text and symbols, creating animations, adding buttons and behaviors, using bitmaps, gradients, publishing, creating a Flash web site, and adding interactivity.

GSTDY 2902 ADVANCED MM FLASH MX 2004

A self-paced study of Macromedia Flash MX 2004as part of a three-part series covering introductory through advanced concepts in using the

application. Topics include text and symbols, creating animations, adding buttons and behaviors, using bitmaps, gradients, publishing, creating a Flash web site, and adding interactivity.

GSTDY 1901 BASIC PHOTOSHOP CC

A self-paced study of Adobe Photoshop CC as part of a three-part series covering introductory through advanced concepts in using the application. Topics include getting started with Photoshop, working with layers, making selections, incorporating color techniques, placing type in an image, using painting tools, creating special effects with filters, adjusting colors, performing image surgery, annotating and automating an image, and creating images for the Web.

GSTDY 2901 INTERMEDIATE PHOTOSHOP CC

A self-paced study of Adobe Photoshop CC as part of a three-part series covering introductory through advanced concepts in using the application. Topics include working with layers; making selections; incorporating color techniques; placing type in an image; using painting tools; working with special layer functions; creating special effects with filters; enhancing specific selections; adjusting colors using clipping masks, paths, and shapes; transforming type; liquefying an image; performing image surgery; annotating and automating an image; and creating images for the Web.

GSTDY 2901 ADVANCED PHOTOSHOP CC

A self-paced study of Adobe Photoshop CC as part of a three-part series covering introductory through advanced concepts in using the application. Topics include working with layers; making selections; incorporating color techniques; placing type in an image; using painting tools; working with special layer functions; creating special effects with filters; enhancing specific selections; adjusting colors using clipping masks, paths, and shapes; transforming type; liquefying an image; performing image surgery; annotating and automating an image; and creating images for the Web.

GSTDY 1901 BASIC POWERPOINT 2016

A self-paced study of Microsoft PowerPoint 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating a presentation, creating a slideshow, creating a presentation on the Web, using visuals to enhance a slide show, modifying visual elements and presentation formats, collaboration, and working with macros and Visual Basic for Applications.

GSTDY 2901 INTERMEDIATE POWERPOINT 2016

A self-paced study of Microsoft PowerPoint 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating a presentation, creating a slideshow, creating a presentation on the Web, using visuals to enhance a slide show, modifying visual elements and presentation formats, collaboration, and working with macros and Visual Basic for Applications.

GSTDY 2901 ADVANCED POWERPOINT 2016

A self-paced study of Microsoft PowerPoint 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating a presentation, creating a slideshow, creating a presentation on the Web, using visuals to enhance a slide show, modifying visual elements and presentation formats, collaboration, and working with macros and Visual Basic for Applications.

GSTDY 1901 BASIC PUBLISHER 2016

A self-paced study of Microsoft Publisher 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating and editing a publication; designing a newsletter, brochure, or web site; creating business forms; and integrating Publisher with other Office applications.

GSTDY 2901 INTERMEDIATE PUBLISHER 2016

A self-paced study of Microsoft Publisher 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating and editing a publication; designing a newsletter, brochure, or web site; creating business forms; and integrating Publisher with other Office applications.

GSTDY 2901 ADVANCED PUBLISHER 2016

A self-paced study of Microsoft Publisher 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating and editing a publication; designing a newsletter, brochure, or web site; creating business forms; and integrating Publisher with other Office applications.

GSTDY 1901 BASIC WORD 2016

A self-paced study of Microsoft Word 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating a variety of documents, adding many document features, collaboration, and creating web documents.

GSTDY 2901 INTERMEDIATE WORD 2016

A self-paced study of Microsoft Word 2016 as part of a three-part series covering introductory through advanced concepts in using the application. Topics include creating a variety of documents, adding many document features, collaboration, and creating web documents.

GSTDY 2901 ADVANCED WORD 2016

A self-paced study of Microsoft Word 2016 as part of a three-part series covering introductory through advanced concepts in using the application.

Topics include creating a variety of documents, adding many document features, collaboration, and creating web documents.

GSTDY 3212 STUDENT LEADERSHIP I

Student Leadership is a training course for student orientation leaders. The course is designed to teach students leadership strategies and information about SWOSU so that they can help facilitate the transition to college for incoming students. Topics covered include SWOSU enrollment procedures, SWOSU student/campus resources, and varying leadership styles. As part of the course, students assist with all aspects of New Student Orientation programming. Student Leadership is a service learning course. Signature Only.

GSTDY 3222 STUDENT LEADERSHIP II

Student Leadership is a training course for student orientation leaders. The course is designed to teach students leadership strategies and information about SWOSU so that they can help facilitate the transition to college for incoming students. Topics covered include SWOSU enrollment procedures, SWOSU student/campus resources, and varying leadership styles. As part of the course, students assist with all aspects of New Student Orientation programming. Student Leadership is a service learning course. Signature Only.