

COURSE SYLLABUS

EDTC 5180 – W2
Applications Software - Office

Mary G. Beckmann
Fall 2004 - Online

beckmann@webster.edu
2 credits

Course Description: This course is for individuals in an educational or business setting who desire to become knowledgeable on the basic software applications of Word, Excel, and PowerPoint. Knowledge produced from this course can apply to home, school, and business.

Learning Outcomes:

- Students will develop an understanding of basic principles and terminology associated with presentations, spreadsheets, and word processing (Word, PowerPoint, Excel)
- Students will demonstrate formatting techniques associated with Word, Excel, and PowerPoint
- Students will develop an understanding of the help features in each software application
- Students will successfully complete a mail merge in Word and Excel
- Students will adapt all three office products to age appropriate classroom activities
- Students will be able to demonstrate the knowledge gained in all three software programs by creating three in-class tests/activities and three in-class projects all applicable for either adults or children in an educational or training setting

RESOURCES

Text: *Master Visually Office XP with CD-ROM* – ISBN 0-7645-3599-4

EVALUATION

Class participation = 10 points

Three tests/activities - Word, PowerPoint, and Excel - 15 points each = 45 points total

Three projects - Word, PowerPoint, and Excel - 15 points each = 45 points total

GRADES

93-100 = A

90-92 = A-
86-89 = B+
83-85 = B
80-82 = B-
76-79 = C+
73-75 = C
70-72 = C-

FINAL PROJECTS

Final projects will be returned if completed and turned in during the last week of class.

Regular attendance and participation is required - this syllabus is subject to change at the discretion of the instructor.