



Course Syllabus

EDTC 5180 – W1	Applications Software Office	Fall 2005 – Term 2
Online	Mary G. Beckmann beckmann@webster.edu	2 credit hours

1. COURSE DESCRIPTION:

This course is for individuals in an educational or business setting who have the desire to adapt presentation, word processing, and spreadsheet software applications into classrooms within either pre-existing or new lesson plans. Although general use of each of the above applications will be discussed, we will be using primarily Word, Excel, and PowerPoint to demonstrate the use of each. Knowledge produced from this course can apply to home, school, or business.

2. LEARNING OUTCOMES:

- develop an understanding of basic principles and terminology associated with presentation, spreadsheet, and word processing applications
- demonstrate formatting techniques associated with presentation, spreadsheet, and word processing software applications
- develop lesson plans that will include proper writing of standards that will include assessing and evaluating student use of each software application
- adapt all three applications to create age appropriate hand-on classroom activities that will encourage creating and high-order thinking
- demonstrate the knowledge gained in all three applications by completing and creating tests, activities, and projects appropriate for either adults or children in an educational or training setting
- examine social, ethical, moral, and legal issues surrounding graphics and sound files in Office applications.

3. SCHEDULE OF REQUIRED READINGS, CLASS PREPARATIONS AND ASSIGNMENTS, LECTURES, DISCUSSIONS, STUDENT PRESENTATIONS, OUT-OF-CLASS ASSIGNMENTS AND EXAMS.

- Week 1: Word, part 1 and word processing, spreadsheets, and presentation software in general
- Week 2: Word, part 2 and final project
- Week 3: PowerPoint, part 1
- Weeks 4: PowerPoint, part 2
- Weeks 5: PowerPoint, part 3 and final project
- Weeks 6: Excel, parts 1 and 2
- Weeks 7: Excel, part 3 and final project
- Weeks 8: Search for and critique age appropriate tutorials, lessons plans, activities, and projects involving spreadsheets, presentation software, and word processing applications for the

classroom that will be applicable for both students and teachers for staff development and discuss social, ethical, moral, and legal responsibilities of the teacher to assure appropriate use of each software

4. RESOURCES:

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

Supplemental Readings:

- http://www.pcwebopedia.com/TERM/w/word_processing.html
- <http://www.microsoft.com/office/editions/howtobuy/default.aspx>
- http://www.internet4classrooms.com/on-line_word.htm
- http://www.cyberbee.com/cb_copyright.swf
- <http://www.microsoft.com/office/community/en-us/default.aspx>
- http://www.cyberbee.com/cb_copyright.swf
- <http://www.microsoft.com/office/community/en-us/default.aspx>
- <http://www.spa3.k12.sc.us/PowerPoint.htm>
- <http://www.catawba.k12.nc.us/pages/its/towery/PowerPoint.htm>
- http://www.pwcs.edu/i-tech/powerpoint_TL.htm

5. EVALUATION / GRADING SCALE:

93-100 = A
90-92 = A-
86-89 = B+
83-85 = B
80-82 = B-
76-79 = C+

- a) Attendance/Participation/Weekly Posts = 16 points
- b) Class participation = 10 points Three tests/activities - Word, PowerPoint, and Excel - 15 points each = 45 points total
- c) Three projects - Word, PowerPoint, and Excel - 15 points each = 45 points total

All academic and professional behavior of students in this course is subject to review for the purposes of student evaluation.

I plan to keep the final project. So if you desire a copy of it, please make one for yourself before turning it into me.

6. ACADEMIC HONESTY POLICY:

Students at Webster University are expected to practice academic honesty.

In its broadest sense, plagiarism is using someone else's work or ideas, presented or claimed as your own. Any time you refer to another person's work, whether as a direct quotation or paraphrased, you must use a citation. Students should not copy more than two paragraphs from any source as a major component of papers or projects. All citations must be properly documented and references must be provided using APA guidelines (<http://library.webster.edu/citation.html>).

7. **ACCESSIBILITY/ACCOMODATIONS POLICY:**

If you have a disability, please notify your instructor as soon as possible to discuss your accommodation needs.

8. **ATTENDANCE:**

Attendance is crucial in all online courses. This means that a student is expected to login to the course several times during each week.

Even though you are not required to be logged in at any precise time or day, you are expected to login several times during each week. It is important to actively participate each week in the course.

The instructor reserves the right to lower the final grade by a letter grade for absences.

Students who do not complete the requirements of the course must contact the instructor prior to the end of the course to complete an Incomplete Course form. Incompletes are not awarded except in emergencies, as defined by the instructor.

NB: An Incomplete may only be awarded to a student who has maintained a passing grade up to the point of the emergency. Incomplete grades will change to a grade of F or NC unless the requirements stipulated on the incomplete form are met by the date listed on the form or one calendar year from the end of the course, whichever comes first.

9. **OTHER**

n/a

10. **STANDARDS / GOALS:**

International Society for Technology in Education (**ISTE**) - National Educational Technology Standards for Teachers (**NETS**) – http://cnets.iste.org/teachers/t_stands.html

ISTE NET Standards:

1. Technology operations and concepts.

Teachers demonstrate a sound understanding of technology operations and concepts.

2. Planning and designing learning environments and experiences.

Teachers plan and design effective learning environments and experiences supported by technology.

3. Teaching, learning, and the curriculum.

Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning.

4. Assessment and evaluation.

Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies.

5. Productivity and professional practice.

Teachers use technology to enhance their productivity and professional practice.

6. Social, ethical, legal, and human issues.

Teachers understand the social, ethical, legal, and human issues surrounding the use of technology in PK-12 schools and apply those principles in practice.

The School of Education (SOE) Goals:

1. The knowledgeable learner:

Education candidates will demonstrate knowledge of the subject matter, knowledge of the learner, and knowledge of pedagogy based on inquiry and scholarship.

2. **The informed instructor:**

Education candidates will incorporate multiple assessment and instructional strategies to support effective educational practices based on research and theory.

3. **The reflective collaborator:**

Education candidates will reflect on the roles educators take as leaders of change through collaboration with colleagues, students, and families in schools and communities.

4. **The responsive educator:**

Education candidates will demonstrate respect for diversity through responsive teaching and learning that values individual differences.

This syllabus is subject to change at the discretion of the instructor.