



COURSE SYLLABUS

EDTC 5180 - W1

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Microsoft Office
Maximizing Interactive Learning
With Technology

Spring 2003

2 credits

On-line

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 become familiar with, and be able to demonstrate formatting techniques associated with Word, Excel, and PowerPoint
- Students will develop an understanding of the help features in each software application
- Students will become familiar with mail merge techniques in Word and Excel
- 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: No text required

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

95 to 100 points = A

80 to 89 points = B

70 to 79 points = C

60 to 69 points = D

59 points and below = F

FINAL PROJECTS

Final projects will be returned during the last meeting period.

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