

MASTER SYLLABUS

Course Description

Word processing with popular software packages. Focus is on advanced features of word processing packages, including merging, sorting, mathematical functions, and desktop publishing and instructional approaches for teaching word processing in Occupational Studies (2001-2002 Undergraduate Bulletin page 406 and 2001-2002 Graduate Bulletin page 347). Prerequisite: Permission of department, 3 hours.

Overview

Students are provided an opportunity to develop skill in use of applications common to most word processing software programs. The web-based nature of this course also affords students an opportunity to develop skill in integration of Internet resources. An effort is made to place equal importance on concepts and applications. Concepts are the most enduring as the technology continually undergoes improvement and change, thereby changing the dynamics of interaction. Students are encouraged to become "navigational" users who understand the concepts, and are able to transfer skills and knowledge acquired to teaching any of the predominant word processing software packages. Concepts are reinforced and applied through tutorials and other hands-on experiences. All work must be completed using MS Office XP, MS Word 2002.

Required Text and Materials

Zimmerman, S. S., Zimmerman, B. B., & Shaffer, A. (2002). *New Perspectives Series (Introductory): Microsoft Word 2002*, One Main Street, Cambridge, Massachusetts: Course Technology. This textbook is a self-paced tutorial. The lab on campus is equipped with the following items needed for this course: the Internet, Adobe PDF Reader, a computer with MS Word 2002 (XP) installed, a printer and storage media. Students who elect to work at other locations must have these same items available to them.. Only documents produced in Word 2002 (XP) will be used for grading purposes.

Objectives

Upon successful completion of this course students should be able to:

1. Create, edit, and manage standard full-page and multi-page documents.
 2. Use the mail merge process to create main documents and data sources, insert merge field codes, and sort records.
 3. Use the Internet, graphics, and desktop publishing features of word processing to enhance the readability and visual display of documents.
 4. Use styles, tables of contents, headers and footers, reference notes, and outlines to enhance the style and appearance of documents.
 5. Use word processing to create and format tables, sort rows in tables, modify the structure of tables, divide documents into sections, change the vertical alignment of sections, set tabs, and center pages.
2. Use word processing to embed and modify spreadsheet workbooks, link spreadsheet charts, modify documents for online distribution, insert and edit hyperlinks, save and format documents as web pages, and view web documents in a web browser.
 2. Demonstrate satisfactory skill and knowledge in use of word processing through performance-based assessments and self-assessments.
 3. Gain appreciation for word processing as a useful tool in the classroom and other workplaces.

Topical Outline

Creating a document
Editing and formatting a document
Creating a multiple-page report
Desktop publishing a newsletter
Creating styles, outlines, tables, and tables of contents
Creating form letters and mailing labels
Collaborating with others and creating web pages
Methods for teaching computer applications courses
Curriculum integration of computer applications courses
Teaching computer applications courses as web-based courses

Computer Lab and WebCT Site

The computer lab (Room 143) will be available on Monday's from 4:30-7:15 p.m. for use by students enrolled in this course. Additional lab hours are available for student use on the days and at the times posted outside the lab. Each student must be able to access the Internet and the WebCT site for the course. Data files needed for completing tutorial and/or reinforcement (review) assignments are available through the *Student Online Companion* linked to the WebCT site. Other materials needed for the course such as data files for performance-based tests, PowerPoint presentations, bulletin board messages, and links to Internet sites will also be available from the WebCT site.

ASSESSMENTS

Rubrics for Assessment

The rubric is one authentic assessment tool which is designed to simulate real life activity where students are engaged in solving real-life problems. It is a formative type of assessment because it becomes an ongoing part of the whole teaching and learning process. Rubrics can be created in a variety of forms and levels of complexity, however, they all contain common features which: a) focus on measuring a stated objective (performance, behavior, or quantity), b) use a range to rate performance, and c) contain specific performance characteristics arranged in levels indicating the degree to which a standard has been met or mastered. There will be four assessments for students in this class: tutorials, self assessments, online class meetings, and performance-based tests. Students will be involved in the assessment process through self-assessment. A self-assessment rubric will be available on the WebCT site for students to use when assessing their reinforcement (review) work. Rubrics to be used by the professor for assessing the tutorials and performance-based tests will also be available on the WebCT site for students to review. Students must give permission on the Student Information Form (SIF) for scores to be posted to the WebCT site.

Assessment 1: Tutorials

Students will begin by completing the Microsoft Office XP Tutorial 1: Introducing Microsoft Office XP. This tutorial is not a graded assignment, but must be completed to ensure a smoother transition from earlier versions of MS Office and MS Word to MS Office XP and MS Word 2002 (XP).

The textbook contains seven additional tutorials that will be completed and graded in this course: Level I: Tutorials 1-4 and Level II: Tutorials 5-7. Students will follow the step-by-step instructions to complete each tutorial and submit them on the date/time specified on the *Schedule of Weekly Activities*. Students must include a document code (e.g., mnw:Delmar Office Supplies) on all work to appropriately identify work and avoid mix ups if/when work is printed by the professor. Include document codes at the top or bottom of each page of work submitted. The professor will maintain an electronic folder containing all work submitted by each student.

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Students must download the data files needed for Word 2002 Level I Tutorials and Word 2002 Level II Tutorials. Please proofread and edit your documents before submitting as you will be allowed only one submission for grading purposes. Each student must also prepare a test document of his or her choosing to submit to the professor's e-mail address to verify that his or her work can be received by the professor in useable form. The test document must be produced using MS Word 2002 (XP) on the computer each student plans to use during the course. The test document must be submitted between 4:30 p.m.–7:15 p.m. on August 26, 2002.

To access the tutorial files, go to the WebCT site and click on *Textbook* and *Other Useful Links*, click on the *Student Online Companion Word XP*, scroll down to see *Data Disk Files* and download the Level I Tutorials. When downloaded, the Word 2002 Level I Tutorials (2097-od.exe) will need to be unzipped. Once unzipped, this folder will include several folders. You will only need the "Word" folder that contains data files for Tutorials 2-4 and Web (no data files are needed for Tutorial 1). The Word 2002 Level II Tutorials (2094-6d.exe) will also need to be downloaded and unzipped. Once unzipped, this folder will provide data files needed for Tutorials 2-7 and a "ReadMe" file. Note: There may be some duplication in the Levels I and II files that you download. **[35 percent]**

Assessment 2: Self-Assessments Portfolio

Each student will retrieve a self-assessment rubric from the WebCT site and use it to assess the reinforcement (review) work assigned and completed after each tutorial. The reinforcement (review) assignments are identified on the *Schedule of Weekly Activities*. Students will print their work and perform the self-assessment, clearly marking areas where improvement is needed. Student should also correct any mistakes found during assessment and include a copy of their corrected work in the portfolio. Students must maintain an organized portfolio of these self assessments. The portfolio of self-assessments must be submitted on the last night of class (December 9). **[10 percent]**

Assessment 3: Online Class Meetings

The chat rooms available on the WebCT site will be used as a meeting place for class periodically throughout the semester. Each student is expected to attend the online class meetings and to contribute to the discussion at these meetings. The schedule for online class meetings and discussion topics is shown in the table below and on the *Schedule of Weekly Activities*. Students are expected to conduct online research of these topics and come to the online class session prepared to contribute to the discussion of the topics identified. Include copies of your research materials in a separate section of your self-assessment portfolio. Details about the online class meetings and topics will be provided on the WebCT site. **[15 percent]**

Online Class Meetings	
Date	Topic
October 21, 2002	Methods for Teaching Computer Applications Courses
November 11, 2002	Curriculum Integration of Computer Applications Courses
December 2, 2002	Teaching Computer Applications Courses as Web-based Courses

Assessment 4: Performance-Based Tests

Performance-based tests are designed to evaluate the advanced performances that students must demonstrate as evidence that they have mastered critical learning outcomes. The intent is to have these assessments serve as an integral part of learning and to enhance the development of autonomous and self-directed learners. Similarly, the *EBUS 5030-7030 Word Processing Applications*

performance-based tests are designed to send the message that inequality is not an option for student work, and to give students challenging and meaningful tasks that require them to use knowledge and demonstrate skills in productive and thoughtful ways. There will be two performance tests, both covering the skills/knowledge developed while completing the tutorials and reinforcement (review) assignments. The first performance-based test will be online and data files and instructions needed for the test will be available on the WebCT site. The second performance-based test will be administered onsite on the last day of class (December 9) from 4:30-7:15 p.m. in the computer lab. **[40 percent]**

SUMMARY OF ASSESSMENTS

Tutorials	35 percent
Self-Assessments Portfolio	10 percent
Online Class Meetings	15 percent
Performance-Based Tests	40 percent
Total	100 percent

CLASS ATTENDANCE/MAKEUP WORK

This class is primarily web-based, however we will meet in the River's Crossing computer lab, Room 143 on the first day of class (Monday, August 19) and last day of class (Monday, December 9) from 4:30p.m.-7:15p.m. Students are expected to participate in all online class meetings and to submit work on the day and at the time specified on the *Schedule of Weekly Activities*. Students will forfeit one letter grade for each day that any work is late. Work **received** after the deadline date and time will be considered a "day" late (e.g., work due on September 9 at 7:15p.m. will be considered one day late if **received** anytime after 7:15. Work will be considered two days late if received anytime after 7:15 p.m. on September 10, and so forth. Any makeup work or examinations must be discussed with the professor on an individual basis. Students must present appropriate documentation for an excused absence when making up work or examinations.

UNIVERSITY HONOR CODE AND ACADEMIC HONESTY POLICY

All academic work must meet the standards contained in "A Culture of Honesty." Each student is responsible to inform themselves about those standards before performing any academic work. Visit this web site for more information: http://www.uga.edu/ovpi/academic_honesty/sect07.htm

CLASSROOM PROCEDURES

1. Peer assistance is permitted; however, do not rely totally on your peers.
2. No **INCOMPLETES** will be given.
3. Please observe the attached *Schedule of Weekly Activities* for this course.
 2. The WebCT site's bulletin board will be used to notify students of changes or to provide additional information, therefore, students should access the bulletin board on a regular basis (daily if possible) to stay current with class activities.
 3. Do not hesitate to ask questions by e-mail and direct them to the professor's e-mail address (mwomble@arches.uga.edu), not to the WebCT site bulletin board. Remember, the professor is available electronically to help in any way possible.

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

**EBUS 5030-7030 Word Processing Applications
Schedule of Weekly Activities**

Monday, August 19, 2002 (*First day of this class – Onsite*)

Getting to Know You;” Review of Syllabus; WebCT Site; Web site www.course.com; Accessing Data Disk Files.

Monday, August 26, 2002 – Level I – Test Document Due between 4:30 p.m.–7:15 p.m.

Complete Tutorial – Introducing Microsoft Office XP: Preparing Promotional Materials for Delmar Office Supplies. Do not submit this Tutorial. Complete Tutorial 1–Creating a Document: Writing a Business Letter for Art4U Inc. Submit this Tutorial on Monday, September 9, 2002 by 7:15 p.m.

Monday, September 2, 2002 – Labor Day Holiday–No Assignments

Monday, September 9, 2002

Reinforcement: Complete review assignments on pages WD 1.34 through WD 1.35. Assess your completed work and include it in your self-assessment portfolio.

Complete Tutorial 2–Editing and Formatting a Document: Preparing a FAQ Document for Long Meadow Gardens. Submit this Tutorial on Monday, September 16, 2002 by 7:15 p.m.

Monday, September 16, 2002

Reinforcement: Complete review assignments on pages WD 2.38 through WD 2.41. Assess your completed work and include it in your self-assessment portfolio.

Monday, September 23, 2002

Complete Tutorial 3–Creating a Multiple-Page Report: Writing a Recommendation for Tyger Networks. Submit this Tutorial on Monday, September 30, 2002 by 7:15 p.m.

Monday, September 30, 2002

Reinforcement: Complete review assignments on pages WD 3.33 through WD 3.34. Assess your completed work and include it in your self-assessment portfolio.

Monday, October 7, 2002 – Midterm is October 10

Complete Tutorial 4–Desktop Publishing a Newsletter. Submit this Tutorial on Monday, October 14, 2002 by 7:15 p.m.

Monday, October 14, 2002

Reinforcement: Complete review assignments on pages WD 4.30 through WD 4.32. Assess your completed work and include it in your self-assessment portfolio.

PERFORMANCE-BASED TEST 1: (Level I covering Tutorials 1-4). Materials for the performance test will be available on the WebCT site from 4:30-7:15 p.m. on this date. Submit your completed test by 7:30 p.m. on this date. Scores for this test will be posted on Monday, October 28, 2002.

Monday, October 21, 2002 – Online Class Meeting

The online class meeting will be on this date from 4:30 p.m. -7:15 p.m. Topic: Methods for Teaching Computer Applications Courses. Students are expected to conduct Internet research and come to the chat room prepared to discuss each of the top 10 methods for teaching computer applications courses. Include copies of your research materials in your self-assessment portfolio in a separate section.

Monday, October 28, 2002 – Level II *Fall Break is October 31-November 1*

Complete Tutorial 5–Styles, Outlines, Tables, and Tables of Contents: Writing a Business Plan for Safe Site Inc. Submit this Tutorial on Monday, November 4, 2002 by 7:15 p.m.

Monday, November 4, 2002

Reinforcement: Complete review assignments on pages WD 5.45 through WD 5.47. Assess your completed work and include it in your self-assessment portfolio.

Monday, November 11, 2002 – Online Class Meeting

The online class meeting will be on this date from 4:30 p.m. -7:15 p.m. Topic: Curriculum Integration of Computer Applications Courses. Students are expected to conduct Internet research and come to the chat room prepared to discuss at least three ways to integrate computer applications content into academic courses and other Career and Technical Education courses that are not typically computer-based. Include copies of your research materials in your self-assessment portfolio in a separate section.

Monday, November 18, 2002

Complete Tutorial 6–Creating Form Letters and Mailing Labels: Writing a Form Letter for Palm Tree Athletic Club. Submit this Tutorial on this date (**Monday, November 18, 2002**) by 7:15 p.m.

Reinforcement: Complete review assignments on pages WD 6.38 through WD 6.40. Assess your completed work and include it in your self-assessment portfolio.

Monday, November 25, 2002 – Thanksgiving Break is November 27-November 29

Complete Tutorial 7–Collaborating with Others and Creating Web Pages. Submit this Tutorial on this date (**Monday, November 25, 2002**) by 7:15 p.m.

Reinforcement: Complete review assignments on pages WD 7.48 through WD 7.50. Assess your completed work and include it in your self-assessment portfolio.

Monday, December 2, 2002 – Online Class Meeting

Topic: Teaching Computer Applications Courses as Web-based Courses at the Secondary Level. Students are expected to conduct Internet and other forms of research and come to the chat room prepared to discuss how to develop a computer applications course as a web-based course for use at the secondary or post-secondary level. Include copies of your research materials in your self-assessment portfolio in a separate section. The online class meeting will be on this date from 4:30 p.m. -7:15 p.m.

Thursday, December 9, 2002 (*Last Day of this Class – Onsite*)

PERFORMANCE-BASED TEST 2: (Level II covering Tutorials 5-7), Course and Instructor Evaluations, Submit Self-Assessment Portfolio including online research.

READING DAY, TUESDAY, DECEMBER 10, 2002

FINAL EXAMS: DECEMBER 11-13 and 16-17