

EBUS 5090/7090

ADVANCED COMPUTER APPLICATIONS FOR TEACHERS

Introduction

In this course we will use personal computer software to generate solutions for problems encountered in the teaching and learning environments. Particular emphasis will be placed on teaching business education subjects. However, students from other majors such as Accounting and Sports Information will find this course relevant to their programs of study. Primarily this course uses presentation and spreadsheet software to solve instructional problems.

There are twin goals for this class. First, we will be developing mastery of windows software applications. Secondly, we will be exploring, evaluating, and reflecting on instructional methods for teaching these business applications. Specifically, the spreadsheet portion of the class is based on the Microsoft 2000 version of Excel. The presentation software is Microsoft PowerPoint 2000.

Time Management

The management of your time when taking an on-line course is quite important. Both segments of this course contain a GREAT DEAL OF WORK. I strongly urge you not to get behind. Also, you will find that the projects required for this course will engage you and will take a good deal of your time and effort. Get started early and don't procrastinate.

Objectives

In this class we will strive to achieve the following objectives:

- * Identify learning assumptions that can be applied when students are learning business education software.
- * Identify specific instructional methods appropriate for teaching.
- * Define and appropriately use and teach Windows computer terms.
- * Write necessary computer applications to effectively use spreadsheet and presentation software in a Windows environment to solve problems in business education.
- * Prepare lesson plans to effectively communicate instructional activities regarding selected projects.

Day-to-day On-line Operations

This course is mainly presented in an on-line format. Each individual will be responsible for maintaining their own schedule and pace of work. However, you may decide to work with other individuals in the class. If you choose to do this, it is up to you and your colleagues to make these arrangements. If you do work in teams, please assure the instructor that a mechanism has been created that assures him/her that everyone on the team is pulling their weight.

We will meet as a group 5 times during the semester, including the first night of class. The dates

for those meeting are provided on the class schedule.

However, most of the work for this course will be accomplished on your schedule. Just make sure that you are meeting the deadlines that are published on the course calendar. See the calendar that is on the WebCT site.

Textbooks

The required texts for this course are available at the University Bookstore. They are: Shelly, Cashman & Quasney, Microsoft Excel 2000 and Shelly, Cashman & Sebok, Microsoft PowerPoint 2000: Comprehensive Concepts and Techniques.

Topics

To receive full credit for your work, please complete the following projects:

Excel 2000: Complete Projects 1 through 9. Choose one case study from each project section and complete.

PowerPoint 2000: Complete Projects 1 through 5. Choose one case study from each project section and complete.

NOTE: To complete some of the project assignments, a Data Disk is required. This data can be accessed and downloaded from <http://www.scsite.com>. This information will also be provided on the server in the classroom. As assignments are completed, place your work on the server in a sub-directory created for you. Unless you want a printed copy, there is no reason to print files for grading purposes. Instead the work provided in the sub-directory will be graded.

Evaluation & Grading Policy

This course is more labor intensive than grade intensive. Do the work and the grade will come. Grades will be determined by the satisfactory completion of all assignments. You will have the opportunity to correct any mistakes and resubmit a project for a final grade. After a determination has been made that you have completed all assigned work satisfactorily, then a rubric will be used to calculate the final grade.

Percentages:

Projects: 30%

Instructional Lessons & Lesson Plan: 40%

Course Project & Presentation: 30%

Explanation of Evaluation

Participation

Participation in the face-to-face class sessions is mandatory.

Projects

Completion of all the projects assigned is mandatory. A successfully completed tutorial is worth 8 points. Each day a tutorial is late results in a deduction of 1 point. The class schedule provides the due dates for when materials should be submitted. This is not high school, you must be a self-starter and take appropriate responsibility for completing your work -- on time.

Instructional Lessons and Lesson Plan

At the end of each project, your group will create a 10 minute lesson over the covered subject matter. Individuals or groups will be assigned to present their lesson to the class at the face-to-face (f2f) meetings. This will provide you the opportunity to gain real-time teaching experience. The grade on the instructional lesson will be calculated according to: understanding of subject matter, instructional activity, presentment of instructional activity, lesson preparation, and overall work. All completed assignments will be posted on the webCT site for this class. You will be provided with instructions for completing this expectation.

Course Project

A semester-long project is also required for each individual or group. We will work with you on-line when you are selecting a topic. Your project should focus on an application of either spreadsheet or presentation software (or both) that addresses a problem that is commonly encountered by teachers. You should have your project identified in a one-page description no later than the third week of class. Projects require prior approval - get your project approved ASAP. Use the following format to describe your project:

Title of Project:

Description:

Explanation of how this project will fit in with your professional plans:

Explanation of what you want to get out of this project: