

Syllabus

EBUS 5090/7090

Advanced Computer Applications for Teachers

Instructor: Dr. Lora Lindsay

E-mail: send through WebCT mail

Phone: home phone (706) 219-2486

Introduction

In this course we are attempting to build advanced skills using Microsoft Windows XP environments. We will be learning advanced applications of spreadsheets and presentation software. Specifically, the spreadsheet portion of the class is based on the Windows XP version of Excel and PowerPoint. The course is offered on-line. In most cases everything that you need to learn these software applications is provided in the text or on the WebCT site for this course. When you need additional assistance, please contact the course instructor, Dr. Lora Lindsay via the WebCT e-mail.

Time Management

The management of your time is quite important. Both segments of this course contain a GREAT DEAL of WORK. You are strongly urged not to get behind. Also,

graduate students will find that the project required for this course will be engaging but will be labor and time intensive. Get started early and do not fall behind. Due dates for turning in assignments can be found on the Course Projects, Rubrics and Examples page. These dates assume that you will manage your time and will generally follow these guidelines. In order to receive full credit for your work, it must be submitted on or before the due date.

Objectives

In this class you will achieve the following objectives:

1. Define and appropriately use, and teach Windows XP EXCEL 2003 and POWERPOINT 2003 software terms and concepts.
2. Write necessary computer applications to effectively use spreadsheet and presentation software in a Windows XP instructional environment to solve applications problems in a business education setting.

On-line Classes and Required Attendance Classes

We will meet in Rivers Crossing Room 143 on the following dates:

We will meet in class ONLY for the FINAL EXAM on the scheduled FINAL exam date.

As a member of this learning community you are expected to do your work and to turn it in on time. This is the great challenge of an on-line course. Because of this independence, many of today's students and professors

prefer this way of learning and teaching. Although you will be interacting with this course on your own at a time of your choosing, you are still entitled to assistance from Dr. Lindsay.

Required Course Materials

The required texts for this course are available at the University Bookstore or on-line from Amazon.com, ecourse.com and probably many other on-line services.

The references and ISBN numbers for the required materials are:

1. Shelly, G.B., Cashman, T.J. & Quasney, J.S. (2006). Excel 2003: Comprehensive concepts and techniques. Boston, MA: Course Technology. (ISBN: 1-4188-4360-1).
2. Shelly, G.B., Cashman, T.J. & Sebok, S.L. (2006). PowerPoint 2003: Comprehensive concepts and techniques. Boston, MA: Course Technology. (ISBN: 1-4188-4366-0).

Topics & Assignments

To receive full credit for your work complete all of the projects and quizzes as follows (and submit via WebCT on or before the due dates): Excel projects are 1 through 8; PowerPoint Projects are 1 through 4 and 6. You are responsible to turn in only the required files from each project in the text. You are also responsible for taking a self-administered exam following each project. The self-administered exams are located on the WebCT site for this course. Quizzes are located on the Quizzes on Spreadsheet & PowerPoint Projects page of the WebCT site. You may take each quiz up to 2 times before submitting it for your final grade. Each quiz has 10 multiple choice questions, and you are allotted 20 minutes to complete each one.

Due dates are shown on the assignments page on WebCT.

Graduate Students

Graduate students enrolled in EBUS 7090 are expected to create a Spreadsheet or PowerPoint project to assist a public or private organization as they pursue their goals. See below for details.

Graduate Course Project

Each graduate student enrolled in EBUS 7090 will be expected to complete a service project with some school, agency, company, or church that shows advanced knowledge and application of the skills acquired in this course. For example, assist a church treasurer in creating a spreadsheet that documents the offerings for an entire fiscal year. Your worksheet would, of course, include tables, charts, perhaps a macro for weekly entries, etc. Another project might be to develop a kiosk presentation for a local service club. For example your local chapter of the Kiwanis is promoting a program to prevent teenaged pregnancy. You might create a PowerPoint presentation that the local Kiwanis can show along

with its other materials in a booth at the local shopping center. If you choose the PowerPoint option, you should also consider creating a second presentation that can be used for instructional purposes at local churches, schools and clubs.

Submit a proposal for your project on WebCT by **Feb 15th, 2006**, before 11:00 p.m. The final project is due on or before **April 26th, 2006**, before 11 p.m. No late assignments will be accepted for any reason. A Rubric has been developed to help you understand the expectations of this service project. That rubric can also be accessed on the Course Projects, Rubrics and Examples page.

Submission of Completed Assignments & Project Quizzes.

All lab assignments will be submitted on WebCT. To submit your completed work, go to the Course Projects, Rubrics and Examples page and select the appropriate assignment. Upload your work electronically. Your work will only be accepted using this procedure. When exceptions are made to this policy, it is just too easy for your hard work to be lost or overlooked. Browse for the appropriate file and then complete the process by “attaching” the file before “uploading”. You will get the hang of this procedure quickly. Once work is graded you will be notified that feedback is awaiting you next time you open your WebCT site. Each project submitted can earn up to 50 points. Each quiz is also worth 50 points with each correct answer worth 5 points.

After each project is completed, take the associated self-administered exam. Once your score is as high as you want it, submit your exam for grading and “logging into” the WebCT grade book.

Evaluation & Grading Policy

This course is more labor intensive than grade intensive. Do the work, compare it to the examples provided in your textbooks, then submit it for grading. Your work will be graded using a published rubric. See the Course Projects, Rubrics and Examples page to review the rubrics for all assignments. Points will be accumulated for each completed & graded project. Successful submission of quizzes will also result in accumulation of points. In addition to your course projects and quizzes, you will be taking an in-class midterm exam and an in-class final exam. Your course percentage grade will be calculated by taking the number of points you earn divided by the total number of points available (projects + quizzes + exams). Graduate students will add in the points earned from completion of the additional graduate project.

Academic Honesty

All students are responsible for maintaining the highest standards of honesty and integrity in every phase of their academic careers. The penalties for academic dishonesty are severe and ignorance is not an acceptable defense.

