

EBUS 5030-7030 Word Processing Applications

Dr. Lora Lindsay, UGA Part Time Instructor

Fall, 2007

E-mail: Please contact me using the WebCT e-mail. I will check this each evening. If you have an emergency, and feel you have to reach me during the school day, e-mail me at llindsay@white.k12.ga.us (Use WebCT e-mail as your primary method to reach me.)

Home: 706 219-2486 (Please call my home number **only** in emergency situations and before 9:00 p.m.) Most items can be handled through e-mail.

Course Description

Word processing with popular software packages: focus is on advanced features of word processing packages, including merging, sorting, mathematical functions, desktop publishing and instructional approaches for teaching word processing in Career and Technical Education.

Prerequisite: Permission of department, 3 hours. *This course uses Microsoft Office 2007.*

(UGA Bulletin: <http://bulletin.uga.edu/bulletin/courses/index.html>).

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 Word 2007**.

Required Text and Materials

New Perspectives on Microsoft Office Word 2007, Introductory



S. Scott Zimmerman, Beverly Zimmerman, Ann Shaffer

ISBN 13: 978-1-4239-0581-3 © 2008

ISBN 10: 1-4239-0581-4

Publish date: July 17, 2007

416 pages

Softcover

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 2007 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 2007 will be used for grading purposes.**

Course 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.
6. 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.
7. Demonstrate satisfactory skill and knowledge in use of word processing through performance-based assessments and self-assessments.
8. Gain appreciation for word processing as a useful tool in the classroom and other workplaces.

Computer Lab and WebCT Site

The 143 lab is available for student use on the days and at the times posted outside the lab door. If you plan to use the lab to complete assignments, please check the posting for availability. Each student must be able to access the Internet and the WebCT site for the course. Data files needed for completing tutorial and/or review assignments are available from the WebCT site home page by clicking Textbook and Other Useful Links then Student Downloads. Other materials needed for the course such as data files for performance-based tests, PowerPoint presentations, online class chat, bulletin board messages, and links to Internet sites will also be available from the WebCT site.

GRADING: Grading will be based on a normal 4.0 scale.

GRADING SCALE for UNDERGRADUATES

Tutorials (Selected Review Assignments and Case Problems).....	30 percent
Lesson Plan Assignment.....	10 percent
Participation in 2 Bulletin Board Discussions.....	10 percent
Objective Quizzes.....	20 percent
Performance-Based Tests.....	<u>30 percent</u>
Total.....	100 percent

GRADING SCALE for GRADUATE STUDENTS

Textbook-based Tutorials (Selected Review Assignments and Case Problems – Graduate Students will also complete the Internet assignments as shown online)	30 percent
Lesson Plan Assignment.....	10 percent
Objective Quizzes.....	20 percent
Performance-Based Tests	30 percent
Monitoring of 2 Bulletin Board Discussions.....	<u>10 percent</u>
Total	100 percent

ASSESSMENT DETAILS

TEXTBOOK-BASED TUTORIALS (Selected Review Assignments and Case Problems)

Students will begin by completing the tutorial: New Perspectives on Using Common Features of Microsoft Office 2003 (pages OFF 1-32). This tutorial must be completed to ensure a smoother transition from earlier versions of MS Office and MS Word to MS Office 2007. This tutorial will also be used as the test document (**see below for instructions for this test document**). This first assignment *should be submitted in a zip file format* by August 23, 2007.

The textbook contains seven additional tutorials that will be completed and graded in this course. Students will follow the step-by-step instructions to complete each tutorial (and selected review assignments and case problems) and submit their completed work on the date/time specified on the WebCT Assignments page.

ASSIGNMENT CODING INSTRUCTIONS: Students must include a document code (e.g., Lindsay: Delmar Office Supplies: use your last name followed by the name of the assignment.) on all work to appropriately identify work and avoid mix ups if/when work is printed by the instructor. Include document codes in the top right of each page of work submitted. The instructor will maintain an electronic folder containing all work submitted by each student.

Students must download the data files needed for Word 2007 Tutorials. Please proofread and edit your documents before submitting.

All assignments are explained on WebCT when you choose the Assignments link from the Homepage.

FILE NAMING INSTRUCTIONS: Please save each file with your last name followed by the file name. (e.g. LindsayCaseProb1). When you have multiple Case Problem assignments at the end of each chapter, please save all files that related to each particular Case Problem in a folder. Then, submit all of your work for that Tutorial in one main folder saving all of your work. Remember to zip them before submitting.

STUDENT DATA FILES to DOWNLOAD for TUTORIALS: To access the tutorial data files, go to the WebCT site and click on *Textbook and Other Useful Links*, then click on *Student*

Downloads. Click on *Data Files for Students* (Data Files Word 2007 Introductory) and download to your hard drive, a CD, or a ZIP disk. When downloaded, the zip file will need to be unzipped. Once unzipped, open the main folder. You will see eight additional folders (OFF and Tutorials 1-7) containing data files you will need. PowerPoint presentations for selected tutorials are also available as *Student Downloads*.

UGA Word Processing EBUS 5030/7030 Assignments Scheduled For Thursday due Dates All Assignments due on date given before 11:00 p.m.	
Date	Items to Have Completed
Aug 16 (Wed)	Classes begin
Aug 23 (Th)	Getting Started with Microsoft Office due (in zip file format) Quiz 0 should be completed online
Aug 30	Tutorial 1 & Quiz 1 due
Sept 6	Tutorial 2 & Quiz 2 due Bulletin board discussion #1 begins To be monitored by graduate students (I will contact grad students regarding which date each is to monitor BB discussion) Topic: Methods for Teaching Computer Applications Courses
Sept 13 Monitored by graduate student/s	Bulletin board discussion #1 ends
Sept 20	Tutorial 3 & Quiz 3 due
Sept 27	Tutorial 4 & Quiz 4 due
Oct 3 & 4	Midterm available online All hands-on; covers material from first part of course
Oct 11	Work on Tutorial 5 (no work due today)
Oct 18	Tutorial 5 & Quiz 5 due
Oct 25	UGA Fall Break
Nov 1	Tutorial 6 & Quiz 6 Due Bulletin board discussion #2 begins Topic: Curriculum Integration of Computer Applications Courses
Nov 8 Monitored by graduate student/s	Bulletin board discussion #2 ends
Nov 15	Tutorial 7 & Quiz 7 due
Nov 22	Thanksgiving Holiday
Nov 29	Lesson plan due
Dec 5 & 6 Dec 6 (last day UGA Classes)	Final Exam available online All hands-on; comprehensive exam

LESSON PLAN ASSIGNMENT

Please see the details of this assignment on the WebCT assignments page. This is due on Thursday, Nov 29.

2 BULLETIN BOARD DISCUSSIONS

The bulletin board available on the WebCT site will be used for two class discussions during the semester. Topics and dates for these discussions are shown in the table below. Each student is expected to conduct online research of these topics, summarize findings, and make meaningful, individual contributions to the discussions. You should CITE your postings as you refer to your online research. Each student is also expected to contribute at least three thoughtful responses to peers during each discussion. Details about the bulletin board discussions will be provided on the WebCT site. You may participate in this discussion throughout the periods posted.

Graduate students will be hosting and monitoring the online BB discussions.

Bulletin Board Discussions Dates & Topics

September 6-13, 2007

Methods for Teaching Computer Applications Courses

November 1-8, 2007

Curriculum Integration of Computer Applications Courses

OBJECTIVE QUIZZES

There will be 8 (eight) online quizzes during the semester (Quiz 0 – Quiz 7). An objective (multiple choice) quiz based on materials covered in each tutorial will be administered online. Each quiz will be available on the WebCT site from beginning August 16 until 11:00 p.m. on the due date for each quiz. You will have 25 M/C questions to be completed in 30 minutes. You may only attempt each quiz ONE time, and you may only submit each quiz ONE time. The first quiz is scheduled to be completed by Thursday, August 23. PLEASE NOTE: Many of the quiz questions are quite detailed regarding MS Office and MS Word material. I highly recommend that you read and study the textbook material and complete the section assignments PRIOR to taking the quizzes.

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 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 related assignments. The data files and instructions needed for the

performance tests will be available on the WebCT. Dates and times are shown on the WebCT Assignments page.

PARTICIPATION/SUBMITTING WORK

This class is completely web-based. Students are expected to participate in all online bulletin board discussions and to submit work on the day and at the time specified. Work will not be accepted after the due date and time, therefore, students will **forfeit the grade** for all work not submitted by the due date. The deadlines are set for a reason; PLEASE respect them. IF YOU HAVE AN EMERGENCY, please contact me. Otherwise, please have respect and empathy for your instructor's schedule. All of your assignments are available NOW. You are certainly welcome and encouraged to work ahead on the assignments – just in case a problem arises later.

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.

VIRTUAL CLASSROOM PROCEDURES

1. Peer assistance is permitted; however, do not rely totally on your peers. You are expected to complete your own assignments if you are to receive your own credit for them. Completing the assignments on your own is the best way to improve your skills.
2. No **INCOMPLETES** will be given.
3. Please observe the WebCT Assignments web page for reminders of work due, quizzes, and tests.
4. The WebCT site e-mail will be used to notify students of changes or to provide additional information, therefore, students should access the WebCT e-mail on a regular basis (daily if possible) to stay current with class activities.
5. Do not hesitate to ask questions by WebCT e-mail. Remember, the instructor is available electronically to help in any way possible.