

**WAYLAND BAPTIST UNIVERSITY**  
**DIVISION OF EDUCATION**

**University Mission:** Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success, lifelong learning and service to God and humankind.

**Course Number and Title:**

**EDIT 5310 Microcomputer Applications**

Professor: Dr. Linda Hutcherson  
Phone: (806) 291-1057  
Email: [lindah@wbu.edu](mailto:lindah@wbu.edu)

**Prerequisites:** This is a computer software skills course in word processing, spreadsheets, databases and multimedia presentation that incorporates critical thinking and problem solving in the development of the skills. It is a series of case-based tutorials with step-by-step guidance that challenges students to apply what they learn to real-life situations.

**Course Description:** This course will train instructors and educators to use Microsoft® Office 2007 programs creatively and effectively in the classroom and workplace.

Office 2007 includes the following programs:

- Microsoft Word® 2007 provides templates, an AutoContent Wizard, and formatting options, such as Clip Art insertion, that enable the teacher and students to write professional documentation.
- Microsoft Excel® 2007 allows the teacher and students to gather, organize, and manage data effectively by using the latest tools.
- Microsoft PowerPoint® 2007 enables the teacher and students to create dynamic presentations by using new animation tools, design templates, formatting techniques, and more.
- Microsoft Access® 2007 allows the teacher and students to organize and manage large amounts of information effectively by

using a database. From small reports to extensive data searches, Access provides a flexible storage base for your information.

**Resources:**

- New Perspectives: Microsoft Office 2007, Premium Edition, (2008) First Course, Thomson Course Technology. ISBN 1-4239-0577-6

**Competency Outcomes:**

**TECHNOLOGY APPLICATIONS STANDARDS FOR ALL BEGINNING TEACHERS**

**Standard I.** All teachers use technology-related terms, concepts, data input strategies, and ethical practices to make informed decisions about current technologies and their applications.

**Standard II.** All teachers identify task requirements, apply search strategies, and use current technology to efficiently acquire, analyze, and evaluate a variety of electronic information.

**Standard III.** All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions, and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.

**Standard IV.** All teachers communicate information in different formats and for diverse audiences.

**Standard V.** All teachers know how to plan, organize, deliver, and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills (TEKS) into the curriculum.

**Course Requirements:**

Each student will create and showcase a unit portfolio that will include the following:

1. Four Microsoft Word projects-5 points apiece
2. Four Microsoft Excel projects-5 points apiece
3. Four Microsoft Access projects-5 points apiece
4. Two Microsoft PowerPoint projects-5 points apiece
5. A mid-term exam-10 points
6. A final exam-20 points

**Computation of final grade:** Explained in Course Requirements

**University Grading System:**

<b>A</b>	90-100	<b>Cr</b>	For Credit*
<b>B</b>	80-89	<b>NCR</b>	No Credit
<b>C</b>	70-79	<b>I</b>	Incomplete**
<b>D</b>	60-69	<b>W</b>	Withdrawal
<b>F</b>	below 60	<b>X</b>	No grade given
		<b>IP</b>	In Progress

\* A grade of CR indicates that credit in semester hours was granted but no grade or grade points were recorded.

\*\*A grade of incomplete is changed if the deficiency is made up by the end of the next regular semester; otherwise, it becomes F. This grade is given only if circumstances beyond the student's control prevented completion of work during the semester enrolled and attendance requirements have been met.

**Note: Any student who, because of a disabling condition, may require some special arrangement in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.**

**Course Outline:**

Week	Assignment	Due
1	WORD-Creating a Document WORD-Editing and Formatting ad Document	June 1
2	WORD-Creating a Multiple-Page Report WORD-Desktop Publishing and Mail Merge	June 8
3	EXCEL-Using Excel to Manage Data EXCEL- Working with Formulas and Functions	June 15
4	EXCEL-Developing a Professional-Looking Worksheet EXCEL-Working with Charts and Graphics	June 22
5	Midterm Exam-Integrating WORD and EXCEL	June 29
6	ACCESS-Introduction ACCESS-Creating and Maintaining a Database	July 6
7	ACCESS- Querying a Database	July 13
8	ACCESS-Creating Forms and Reports	July 20
9	POWERPOINT-Creating a Presentation	July 27
10	POWERPOINT-Applying and Modifying Text and Graphic Objects	July 27
11	Final Exam, Part I-Integrating EXCEL, WORD, ACCESS Final Exam, Part II-Integrating WORD, EXCEL, ACCESS and PowerPoint	Aug 3 Aug 7

## Plagiarism

“Plagiarism — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one’s own thought, whether the other’s work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, *the source of that information must be acknowledged through complete, accurate, and specific references*, and, if verbatim statements are included, through use of quotation marks as well. By placing one’s name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. *A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.* Examples include:

1. Quoting another person's actual words.
2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.
3. Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.
4. Submitting a paper purchased from a term paper service as one's own work.
5. Failing to accurately document information or wording obtained on the World Wide Web.
6. Submitting anyone else's paper as one's own work.
7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.”

Source: <http://www.spjc.cc.fl.us/webcentral/admit/honesty.htm#plag>