

Wayland Baptist University
School of Education – Virtual Campus
Fall Semester 2008

EDIT 2310 VC01 Computers in the Classroom

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

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SPECIAL NOTE: YOU MUST HAVE MICROSOFT OFFICE 2007 (either Windows XP or Windows Vista) to complete this course.

Please carefully check the computer you plan to use to complete the work for this course. Make sure that it has Office 2007 with

- **Word**
- **Excel**
- **Access**
- **PowerPoint**

If you are not sure how to check for this information, call me while you are sitting in front of your computer. I can help you determine whether or not you have the correct software.

If you DO NOT have the correct software, you will need to purchase it or find another computer that you can use that does have the correct software. Since you are a Wayland student, you can purchase it at a discounted price (approx. \$85 --- closer to \$100 with tax and shipping) from JourneyEd.com. Email me or telephone me if you need information about how to obtain Office 2007 for the discounted price through Wayland's partnership with a software provider. You will need to provide a copy of your course schedule and a copy of your student ID.

If you currently have an older version of Microsoft Office on your computer, you need to plan to upgrade to Office 2007 as soon as possible, preferably before the first day of the course.

When you load the Office 2007 software, you will be given the option to KEEP the older version of Office, too. That might be helpful to keep for your other courses or for other people who might use your computer while you learn the newer 2007 version. **You will need to allow ample time for shipping for both the software and the textbook so that you can have both in place before the first day of class.** If this is not possible, please email me or call me so I will know when you plan to have the software installed.

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

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 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.
- Microsoft PowerPoint® 2007 enables the teacher and students to create dynamic presentations by using new animation tools, design templates, formatting techniques, and more.
- Microsoft Outlook® 2007 provides tools that enable the teacher and students to communicate efficiently, manage one's schedule, and maintain contact information.
- Microsoft Internet Explorer® 2007 provides access to a myriad of educational resources for both the teacher and the student.

Resources:

- Microsoft Office 2007 (Windows XP Edition) Introductory Concepts and Techniques, Shelly, et al, Thomson Course Technology, 2008. ISBN 1-4188-4328-8 (softcover, spiral binding) or ISBN 1-4188-4327-X (softcover)
- Internet, preferably a Hi-Speed connection
- Microsoft Office Professional Plus 2007 software package (or similar Microsoft Office 2007 software package with the following applications: MS Word 2007, MS Excel 2007, MS Access 2007, and MS PowerPoint 2007)

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 a collection of projects that will include the following:

1. Three Microsoft Word “projects” to be completed; and three Microsoft Word “Homework Assignments” to be completed
2. Three Microsoft Excel “projects” to be completed; and three Microsoft Excel “Homework Assignments” to be completed
3. Three Microsoft Access “projects” to be completed; and three Microsoft Access “Homework Assignments” to be completed
4. Two Microsoft PowerPoint “projects” to be completed; and three Microsoft PowerPoint “Homework Assignments” to be completed
5. A mid-term exam
6. A final exam

Detailed requirements for each of the above listed assignments will be forthcoming as we approach each assignment.

Attendance Policy:

Wayland Campus Attendance Policy

- Wayland Baptist University expects students to make class attendance a priority. Students should make every effort to attend all class meetings. All absences must be explained to the satisfaction of the instructor who will decide whether the omitted work may be made up.
- Students are encouraged to contact the instructor in case of an unavoidable absence. The student should obtain assignments from another class member.
- More than 25% of class time missed will result in a grade of F.
- Additional attendance policies for each course, as defined by the instructor in the course syllabus, are part of Wayland’s attendance policy.
- A student may petition for exceptions to the above stated policies. This petition involves the student writing a letter explaining the problem and request that an exception be made to the attendance policy or the student must withdraw from the course.

Students are expected to make class “attendance” a priority. For an online class, “attendance” refers to checking blackboard frequently and completing tasks by the assigned due date and time. An

“absence” then, refers to neglecting to check Blackboard frequently and complete the assigned task by the due date and time. Students are encouraged to communicate promptly with the professor and/or classmates in case of an unavoidable “absence” in order to keep pace with the requirements of the course. “Absences” due to school activities require advance notice from the student and school sponsor. Points may be deducted from the final accumulation of points for each unexplained or inexcusable “absence.” You are training to be a professional. If you wouldn’t use the excuse for your boss/principal, don’t use it as excuse for your “absence” from this class. You will never be better as a teacher than you are a student.

Evaluation:

1. University Grading System

A	90-100	CR	credit
B	80-89	NCR	no credit
C	70-79	I	incomplete**
D	60-69	W	withdrawal
F	below 60	X	no grade given
		IP	in progress

**A grade of incomplete is changed if the deficiency is made up by the end of the next regular semester; otherwise it becomes “F”. The 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.

2. Procedures Used for Computation of Final Grade

A.	Six Microsoft Word projects (4 points each)	24 points
B.	Six Microsoft Excel projects (4 points each)	24 points
C.	Six Microsoft Access projects (4 points each)	24 points
D.	Five Microsoft PowerPoint projects (4 points each)	20 points
E.	Mid-Term Exam	4 points
F.	Final Exam	4 points
TOTAL		100 points

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.

Student participation will be evaluated subjectively. The instructor reserves the right to add and subtract points for and participation. Criteria used by the instructor to evaluate participation are attitude, cooperation, and successful completion of assignments by the due dates. Students are expected to comply with all policies of WBU while enrolled in this course. Send an email message to your instructor with “I earned points” as the subject by Friday, August 22, 2008 at 8:00AM. For reading through this course syllabus carefully and sending a message, you will be awarded 2 bonus points.

EDIT 2310 Calendar
Fall 2008

Date	Topic(s)	Textbook Pages Covered for Topic Assigned (<i>not "Due"</i>)	Work Due (must be submitted by 8:00 AM this date)
Monday, August 18, 2008	Overview, Introductions, E-mail, Letter to the Professor	Suggested Reading: COM 1 – COM 38 & WIN 1 – WIN 64	
Wednesday, August 20, 2008	Microsoft Word Project 1 Creating & Editing a Word Document	WD 1 – WD 62	Letter
Friday, August 22, 2008	Microsoft Word Creating a Announcement		WDP1 (Learn to Ride; WD 3, Figure 1-1)
Monday, August 25, 2008	Microsoft Word Project 2 Creating a Research Paper	WD 73 – WD 132	WDHW1 (Announcement)
Wednesday, August 27, 2008	Microsoft Word Mini Research Paper about Technology in the Classroom		WDP2 (Wireless Communications Research Paper; WD 75, Figure 2-1)
Friday, August 29, 2008	Microsoft Word Project 3 Resume & Cover Letter	WD 145 – WD 204	WDHW2 (Mini Research Paper)
Monday, September 1, 2008	LABOR DAY		
Wednesday, September 3, 2008	Microsoft Word Personal Resume & Cover Letter		WDP3 (Lana Halima Canaan Resume & Cover Letter; WD 147, Figure 3-1)
Friday, September 5, 2008	Microsoft Excel Project 1 Creating a Worksheet & an Embedded Chart	EX 1 – EX 69	WDHW3 (Personal Resume & Cover Letter)
Monday, September 8, 2008	Microsoft Excel College Cash Flow Analysis Worksheet	EX 77 – EX 79 (In the Lab, #3)	EXP1 (Walk and rock Music; EX 3, Figure 1-1)
Wednesday, September 10, 2008	Microsoft Excel Project 2 Formulas, Functions, Formatting, and Web Queries	EX 81 – EX 144	EXHW1 (College Cost and Financial Support Worksheet)
Friday, September 12, 2008	Microsoft Excel Weekly Payroll Worksheet	EX 149 – EX 151 (In the Lab, #1)	EXP2 (Silver Dollar Stock Club; EX 83, Figure 2-1)
Monday, September 15, 2008	Microsoft Excel Project 3 What-If Analysis, Charting, and Working with Large Worksheets	EX 161 – EX 228	EXHW2 (Sales Analysis Worksheet)

Wednesday, September 17, 2008	Microsoft Excel Grade book		EXP3 (Campus Clothiers; EX 163, Figure 3-1)
Friday, September 19, 2008	Mid-Term Exam Review Mid-Term Exam Assigned		EXHW3 (Grade book)
Monday, September 22, 2008	No new assignments or work due today		
Wednesday, September 24, 2008	Mid-Term Exam		Mid-Term Exam
Friday, September 26, 2008	Microsoft Access Project 1 Creating and Using a Database	AC 1 – AC 64	
Monday, September 29, 2008	Microsoft Access Project 2 Querying a Database Using the Select Query Window	AC 73 – AC 127	ACP1 (JSP Recruiters Database Creation; AC 3, Figure 1-1)
Wednesday, October 1, 2008	Microsoft Access Project 3 Maintaining a Database Using the Design and Update Features of Access	AC 137 – AC 195	ACP2 (Querying the JSP Recruiters Database; AC 75, Figure 2-1)
Friday, October 3, 2008	Microsoft Access Student Database)		ACP3 (Maintaining the JSP Recruiters Database; AC 139, Figure 3-1)
Monday, October 6, 2008	Microsoft Access Querying the Student Database		ACHW1 (Student Database)
Wednesday, October 8, 2008	Microsoft Access Printing Mailing Labels, Preparing Reports, and Using Mail Merge with Microsoft Word (Parent Letter		ACHW2 (Querying the Student Database)
Friday, October 10, 2008	Microsoft PowerPoint Project 1 Using a Design Template and Text Slide Layout to Create a Presentation	PPT 1 – PPT 65	ACHW3 (Parent Letter & Mailing)
Monday, October 13, 2008	Microsoft PowerPoint Project 2 Using the Outline Tab and Clip Art to Create a Slide Show	PPT 81 – PPT 131	PPTP1 (A World Beneath the Waves; PPT 3 & 4, Figure 1- 1)

Wednesday, October 15, 2008	Microsoft PowerPoint Class Expectations PowerPoint Presentation		PPTP2 (Protect Your Good Name; PPT 83, Figure 2-1)
Friday, October 17, 2008	Microsoft PowerPoint Personal PowerPoint Presentation – Resume		PPTHW1 (Class Expectations PowerPoint)
Monday, October 20, 2008	Microsoft PowerPoint Project 3 Additional, More Advanced PowerPoint Skills		PPTHW2 (Personal PowerPoint Presentation – Resume)
Wednesday, October 22, 2008	Microsoft PowerPoint PowerPoint Pres. to Teach a Lesson (TEKS/TAKS)		PPTHW3 (PowerPoint Lesson – TEKS/TAKS)
Friday, October 24, 2008	Final Exam Assigned		
Friday, October 31, 2008	Final Exam Due		Final Exam Due

Most assignments will be submitted either as e-mail attachments or by placing them in the Digital Dropbox in Blackboard. Hard copies will not be requested. Since I will be receiving so many files as attachments and through the Blackboard's Digital Dropbox over the course of this semester, I REQUIRE that ALL file names follow the following format:

AssignmentTitleLastNameFirstInitial

For example, the assignment due on Friday October 17th, would have the following file name:

PPTHW1MancheeA (but use YOUR LAST NAME & YOUR FIRST INITIAL

All assignments are due by 8:00 AM on the due date listed unless otherwise stated. Send a second message to the instructor with "I get 1 more point" as the subject by Friday, August 22, 2008 at 8:00AM.