



AZUSA PACIFIC UNIVERSITY
SCHOOL OF EDUCATION AND BEHAVIORAL STUDIES
DEPARTMENT OF ADVANCED STUDIES

MASTERS OF ARTS IN EDUCATIONAL TECHNOLOGY
AND LEARNING

EDUC – 512 EDUCATIONAL APPLICATIONS OF PRODUCTIVITY SOFTWARE

RICHARD GEIB, M.ED

CLASS WEBSITE

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Mission Statement

Azusa Pacific University is an evangelical Christian community of disciples and scholars who seek to advance the work of God in the world through academic excellence in liberal arts and professional programs of higher education that encourage students to develop a Christian perspective on truth and life.

Course Description

Students take the functional knowledge of productivity software and learn how to implement its use in instruction and projects including a final thematic project into their own classroom. The projects are designed to match the California State Content Standards and ISTE NETS standards of their own grade, and are appropriate for the technology environment in which the project will be implemented.

EDUCABS Learner Goals

- EDUC 512 focuses on the three EDUCABS Learner Goals:
1. Ethical professionals who are able to understand and articulate the integration of a Christian worldview with their discipline in their communities of practice.
 2. Responsive professionals who practice reflective critical thinking in their engagements with diverse communities of learners.

3. Informed scholarly professionals who are dedicated to collaboration and lifelong learning.

Course Objectives

To meet the goals and requirements of the course, students will have the opportunity to:

- ❖ Become proficient in the use of an integrated software package.
- ❖ Demonstrate the ability to use the word processor.
- ❖ Create and use databases and spreadsheets for both educational and personal purposes.
- ❖ Acquire a working knowledge of the nature of integrated software packages.
- ❖ Become proficient in copying documents, renaming a document, deleting documents, and organizing disks.

APU IDEA Objectives

The essential IDEA objective for this course is #4 Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course. Important IDEA objectives for this course are #3 Learning to apply course material to improve thinking, problem solving, and decisions and #9 Learning how to find and use resources for answering questions or solving problems.

Academic Integrity

The maintenance of academic integrity and quality education is the responsibility of each student at Azusa Pacific University. It is expected that all students will do their own work. Cheating or plagiarism will result in failure of this class. Academic dishonesty is a serious offense that diminishes the quality of scholarship and defrauds those who depend upon the integrity of the educational system. In the Ed Tech program this includes use of templates, web designs, and any unauthorized material (i.e. graphics used without permission, etc).

Students with Disabilities Clause

Students with disabilities: Any student in this course who has a disability that might prevent him/her from fully demonstrating his/her abilities should meet with an advisor in the Learning Enrichment Center as soon as possible to initiate disability verification and discuss accommodations that may be necessary to ensure your full participation in the successful completion of course requirements.

Class Participation

Class participation is essential. Weekly participation in course assignments is important for the benefit of our community of practice during this term. Together we will provide a broader, richer experience for all members of the class. It is expected that all students will read and participate in all discussions and activities. It is also expected that students will have completed the assigned writings before each class meeting.

Required Software

Current operating system (Mac: OSX; PC: Windows XP), latest version of Internet Explorer or Netscape Navigator, Microsoft Office, Adobe Photoshop, and Inspiration.

Required Text

A help guide/manual of your choice or an online resource.

ISTE NETS

This course focuses on the following ISTE National Educational Technology Standards for Teachers: 1A, 1B, 3A, 4A, 4B, 4C, 5C, and 5D. Go to <http://www.iste.org> for a detailed listing of these standards.

Grade Evaluation

The activities / tasks are designed to assist you in moving to a level of proficiency in preparation for the rest of your MA in Ed Tech degree. All work must be completed by the due dates specified in each module online. Work submitted 1 to 7 days late will receive 1/2 credit. Work submitted 8 or more days late will receive no credit.

10% - Attendance and online work

40% - Weekly homework assignments

50% - Word Processing, Presentation, Spreadsheet, E-mail, and Inspiration class work integrated into one final unit addressing the state standards.

These activities / tasks are designed to be embedded in real, purposeful work that can be applied to your professional work or goals. Consequently, by sharing with your colleagues, we all benefit from the work we do. It is risky to share work at times, but we are working in a professional environment, and each student can learn from what others offer in terms of insight and experience. We are isolated enough in our classrooms, and no teacher should have to re-invent the wheel by his or her self!

Description of Projects

Each of the following projects will be discussed fully at the appropriate time during the course. Project grades will be determined by successful completion of the work, meeting all of the requirements listed on the instruction sheet(s), quality of the work, and turning it in on time.

Word Processing Project – Students will create an original resume, worksheet, or any other document and demonstrate the ability to set tabs, use the drawing tools, add pictures/graphics, and use a variety of fonts, font sizes, and font styles.

PowerPoint – Students will create presentations that will be useful to them in their classroom. “RTF” files, exporting presentations, and good presentation tips will be addressed.

Spreadsheet and Dbase – Students will create an original spreadsheet and demonstrate the ability to use formulas and functions, create graphs, and understand databases.

E-Mail – Students will learn how to navigate address books, distribution lists, and “rules” for folders. Students will be able to use e-mail to contact students and parents quickly and efficiently.

Inspiration – Students will make graphical diagrams using Inspiration to export for use with MS Office products.

Final Project – Students will use a spreadsheet for calculations and drawing graphs and then merge the information and copy graphs into a word processing document or PowerPoint presentation.

Grading Scale

Your final grade will be based on the following grading scale:

94–100% = A	80-83% = B-
90-93% = A-	70-79% = C
88-89% = B+	60-69% = F
84-87% = B	

Class Schedule

Listed below is a tentative class schedule.

- Monday, September 5:** No class for Labor Day.
- Monday, September 12:** Introduction to class and MS Word.
- Monday, September 19:** MS Word and PowerPoint
- Monday, September 26:** PowerPoint and E-mail
- Monday, October 3:** Online session. (Proposals for final project!)
- Monday October 10:** Excel and integration of applications; Access and dbases
- Monday October 17:** Inspiration
- Monday, October 24:** Putting it all together: integration! Begin final.
- Monday October 31:** NO CLASS! Work on final portfolios and presentations at home.
- Monday November 7:** Final session. Portfolio presentations and peer evaluation.