**UNIVERSITY OF ARKANSAS**

**COLLEGE OF EDUCATION & HEALTH PROFESSIONS  
DEPARTMENT OF CURRICULUM AND INSTRUCTION**

**I.**Program Affiliation**:** Career and Technical Education

Course Number & Title:CATE 4803: Problems (Word Processing)

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Email:  [borr@uark.edu](mailto:borr@uark.edu)

Office: Peabody Hall, Room 315

**II.    Relationship to Knowledge Base:** SPECIALTY STUDIES

This course is primarily related to the InTASC National Standards for Teachers as one of the specialty studies.  The course concentrates on using productivity software (word processing, spreadsheet, and presentation graphics). The course is enhanced with supplemental activities that prepare students to incorporate new trends and computer technology into career and technical education settings.

**III.  Goals:**

This course is designed to provide an overview of computer technology for prospective teachers in career and technical education.  The main emphasis will be placed on the hands-on learning of word processing applications that are widely used in career and technical education programs and emerging trends and issues in computer technology.

**IV. Academic Integrity**

The Academic Integrity policy is strictly adhered to in this course. The policy should be reviewed at <http://catalogofstudies.uark.edu/2882.php>  The Academic Integrity Sanction Rubric should be reviewed at <http://catalogofstudies.uark.edu/2882.php>

The application of the University of Arkansas Academic Integrity Policy will be fully adhered to in this course.  Grades and degrees earned by dishonest means devalue those earned by all students; therefore, it is important that students are aware of the University of Arkansas Academic Integrity Policy.  Academic dishonesty involves acts, which may subvert or compromise the integrity of the educational process. **All assignments submitted in this course must be original and completed by the student submitting the assignments. Collaboration in this class is not allowed except when it is part of the assignment.**

"As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals though programs of student and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail."

"Each University of Arkansas student is required to be familiar with and abide by the university's Academic Integrity Policy' which may be found at http:// provost.uark.edu/. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor."

**Tape-recording and/or any other form of electronic capturing of lectures is expressly forbidden**. State common law and federal copyright law protect my syllabus and lectures. They are my own original expression and I record my lectures at the same time that I deliver them in order to secure protection. Whereas you are authorized to take notes in class thereby creating a derivative work from my lecture, the authorization extends only to making one set of notes for your own personal use and no other use. You are not authorized to record my lectures, to provide your notes to anyone else or to make any commercial use of them without express prior permission from me. Persons authorized to take notes for the Center for Educational Access, for the benefit of students registered with the Center, will be permitted to do so, but such use still is limited to personal, non-commercial use. Similarly, you are permitted to reproduce notes for a student in this class who has missed class due to authorized travel, absence due to illness, etc. However, to be clear, any class notes must not be sold or made available for any commercial use.

**Collaboration, working with another student enrolled in any section of CIED 1003, or any working with another individual on any of the assignments in this course are strictly forbidden.** All work submitted by students in this class must be expressly their own unique work. Copying any work from another student’s paper is not allowed.

Examples of violations, but not limited to:

Collaborating with another student or person to work on assignments in this course. One example of collaboration is looking up resources for assignments together, writing assignments together, discussing responses to assignments with another person to obtain additional information.

1. Submitting work as your own when you did not create the work.
2. Submitting work that has been previously offered for credit in another course.
3. Falsification of participation. Having someone else submit your work.
4. Plagiarizing, that is, one’s own work, the words, ideas, or arguments of another person or using the work of another without appropriate attribution by quotation, reference, or footnote. Plagiarizing often leads the reader to believe that the person that submitted the work actually created the work.
5. Loaning a copy of your submitted work to another student or person.
6. Substituting your name on another student’s or person’s paper to lead the reader to believe that you created and/or developed the work.

**V.** **Inclement Weather**

**Inclement weather does not affect online courses.** Due dates do not change because of inclement weather. If a due date needs to be changed because of a **statewide outage** your Instructor will post the revised due date in Blackboard.

For information regarding whether the university is closed or an inclement weather day is declared (please remember, this course is not affected by inclement weather), use the following sources:

*This is an online class; therefore, inclement weather does not postpone due dates. All due dates are adhered to in this course unless the Instructor determines otherwise.*

**VI. Accommodations**

Students with disabilities requesting reasonable accommodations must first register with the Center for Educational Access (CEA). The CEA is located in the Arkansas Union, Room 104 and on the web at: <http://cea.uark.edu/>. The CEA provides documentation to students with disabilities who must then provide this documentation to their course instructors. Students with disabilities should notify their course instructors of their need for reasonable accommodations in a timely manner to ensure sufficient time to arrange reasonable accommodation implementation and effectiveness. Please contact me the first week of class to discuss reasonable accommodations.

**VII. Assignments/Tasks**

All assignments are published in MindTap.

All assignments must be submitted in MindTap.

The Instructor does not accept assignments submitted via email.

All assignments require the use of a PC. All assignment directions are given correctly for PC users.

**Participants must have the following:**

* Access to a PC computer
* Microsoft Office (Word, Powerpoint, Excel and Access)
* Internet and Email access (Google Chrome)
* MindTap

**Competencies:**

Upon completion of this course, the student should be able to

Students will use Word commands to apply formatting, styles, and themes, and create elements such as numbered and bulleted lists and tables. Students will create specialized documents with multiple columns and graphics, and work with longer documents by adding headers, footers, and page numbers and work with document properties.

Students will learn Excel spreadsheet basics, how to enter and edit data, and how to change the appearance of worksheets; how to organize a worksheet, how to prepare a worksheet for printing, and how to enter formulas and functions. Students will also learn how to enhance a worksheet with graphics, conditional formatting, and comments.

The lessons in Powerpoint will introduce the students to presentation graphics software. Working with the program, students will learn how to enter text and graphics to create slides they can use when delivering a presentation. Students will learn how to edit and enhance slides. They will insert and link information from other programs such as Word and Excel, insert sound and video to enhance the slides, and create SmartArt and WordArt on the slides. Students will learn animation and transitions.

**VIII. Content Outline (tentative, changes each semester based on the needs of the learners)**

Please contact Dr. Betsy Orr at [borr@uark.edu](mailto:borr@uark.edu) for the most current content outline.

**IX. Evaluation Policies**

Grades for the course will be based on successful completion of all required assignments **by the due date** **and time**.

Due dates are strictly adhered to in this course. The only exceptions made are if you are in the hospital or if there is a death in the immediate family. Appropriate documentation must be provided for both before the due date. If there is an immediate death in the family please provide the URL of the obituary or the funeral program. Should the need arise, please email Dr. Orr at [borr@uark.edu](mailto:borr@uark.edu) to discuss a new due date. Hospital documents may include admission papers. If your hospital stay is for a scheduled test or surgery you must complete the assignment in advance. Exceptions are only made for emergency surgeries (no advance notice was known by you). Athletes must submit assignments by the due date/time. Because this is an online course all students should be able to meet the deadline and additional time to complete assignments is not a factor in this course.

Any URL that is required for an assignment MUST be working correctly by the due date/time. If the URL is not a working URL this is equivalent to not submitting the assignment. Late submissions are not accepted for full credit. The URL must be correct at the time the assignment is due.

Grades will be assigned using the scale below:

A = Distinguished – 100% - 91%

B = High Quality – 90% - 81%

C = Acceptable – 80% - 71%

D = Poor Quality – 70% – 61%

F = Not Acceptable – below 61%

Extra credit will not be provided at the end of this course. Emails asking for extra credit at the end of the semester will not be responded to. Please do your best and adhere to deadlines and you will not be faced with needing a “better” grade.

**X**. Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence. **In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.**

**XI. Syllabus Change**

The Instructor reserves the right to make changes as necessary to this syllabus. If changes are made, advance notification will be given to the class.