

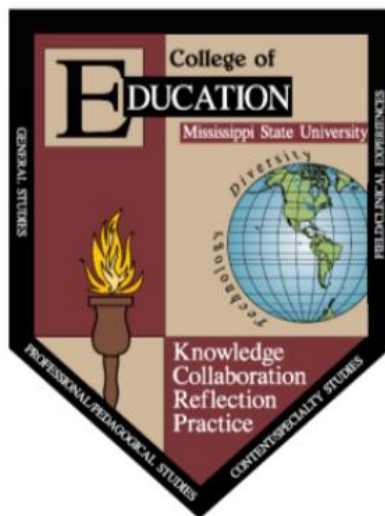
**MISSISSIPPI STATE UNIVERSITY COLLEGE OF EDUCATION**  
DEPARTMENT of INSTRUCTIONAL SYSTEMS and WORKFORCE DEVELOPMENT  
Course Syllabus

**Course Prefix and Number:** TECH 4543/6543  
**Course Title:** Advanced Information Processing  
**Credit Hours:** 3 credit hours  
**Method of Instruction:** B = Lecture/Lab

**Catalogue Description**

Three Hours Lecture. Applications in advanced word processing and desktop publishing.

**College of Education Conceptual Framework**



The faculty in the College of Education at Mississippi State University are committed to assuring the success of students and graduates by providing superior learning opportunities that are continually improved as society, schools, and technology change. The organizing theme for the conceptual framework for the College of Education at Mississippi State University is educational professionals - dedicated to continual improvement of all students' educational experiences. The beliefs that guide program development are as follows:

1. **KNOWLEDGE** - Educational professionals must have a deep understanding of the organizing concepts, processes, and attitudes that comprise their chosen disciplinary knowledge base, the pedagogical knowledge base, and the pedagogical content knowledge base. They must also know how to complement these knowledge bases with the appropriate use of technology.
2. **COLLABORATION** - Educational professionals must continually seek opportunities to work together, learn from one another, forge partnerships, and assume positions of responsibility.
3. **REFLECTION** - Educational professionals must be willing to assess their own strengths and weaknesses through reflection. They must also possess the skills, behaviors, and attitudes necessary to learn, change, and grow as life-long learners.
4. **PRACTICE** - Educational professionals must have a rich repertoire of research-based strategies for instruction, assessment, and the use of technologies. They must be able to focus that array of skills on promoting authentic learning by all students or clients, while exhibiting an appreciation and commitment to the value and role of diversity.

## Course Objectives:

Upon completion of this course, students will be able to:

1. Improve word processing competencies by completing applications that apply and reinforce word processing functions. CFPO #10; INTASC #4
2. Create macros as an efficient, time-saving word processing procedure. CFPO #10; INTASC #4
3. Create templates for the production of various kinds of word processing documents. CFPO #10; INTASC #4
4. Evaluate design elements in a desktop published document for appropriate use. CFPO #10; INTASC #4
5. Produce internal business documents, such as memos, agendas, and fax cover sheets with a variety of typefaces, type styles, type sizes, and special symbols. CFPO #10; INTASC #4
6. Produce business letterheads, envelopes, and business cards using a variety of templates, fonts, and ruled lines. CFPO #10; INTASC #4
7. Create resume, calendars, address labels, and certificates. CFPO #10; INTASC #4
8. Produce promotional documents, such as flyers and announcements, using tables, borders, pictures, drawing tools, WordArt, etc. CFPO #10; INTASC #4
9. Create brochures using a variety of page layouts and design techniques. CFPO #10; INTASC #4
10. Create specialty promotional documents, such as postcards, name tags, greeting cards, and invitations. CFPO #10; INTASC #4
11. Use mail merge in the creation of various promotional documents. CFPO #10; INTASC #4
12. Create newsletters using their own design based on desktop publishing concepts and word processing features, such as columns and styles. CFPO #10; INTASC #4
13. Use a scanner to incorporate scanned objects into documents. CFPO #10; INTASC #4
14. Produce screenshots for use in documents. CFPO #10; INTASC #4
15. Create fill-in forms as templates and use them appropriately. CFPO #10; INTASC #4
16. Create a web page with hyperlinks using word processing software. CFPO #10; INTASC #4
17. Create on-screen presentations, transparencies, paper printouts, slides, notes, handouts, and outlines using PowerPoint's AutoContent Wizard and presentation designs. CFPO #10; INTASC #4
18. Prepare reports, term papers, manuals, and forms with cover pages, table of contents, title pages, and indexes. CFPO #10; INTASC #4
19. Model good work habits and behavior traits that are necessary for success in the business world. CFPO #2, 8; INTASC #4

### **Detailed Course Outline:**

1. Mastering Documents (Alexander, S., 1999; Erthal, M. J., 1998; Olinzock, A. A., 1998) 6 hours
  - A. Manage Documents (2 contact hours)
  - B. Document Navigation (2 contact hours)
  - C. Document Map (2 contact hours)
2. Creating and Modifying Forms (Schade, J., 1999; Sharp, W. M., Olinzock, A. A., & Santos, O., Jr., 1999) 5 hours
  - A. Form Controls (2 contact hours)
  - B. Protect Forms (2 contact hours)
  - C. Distribute Forms (1 contact hour)
3. Customizing Tables (Calhoun, C. C. & Robinson, B. W., 1995; VanHuss, S. H., Forde, C. M., & Woo, D. L., 2002) 6 hours
  - A. Object Linking (1 contact hour)
  - B. Using Excel Data (1 contact hour)
  - C. Using Formula (1 contact hour)
  - D. Merging Tables (1 contact hour)
  - E. Splitting Tables (1 contact hour)
  - F. Calculations (1 contact hour)
4. Creating and Modifying Graphics (McLean, G. N., 1995; Peters, C., 1987; Sabin, W. A., 2001) 5 hours
  - A. Inserting Graphics (2 contact hours)
  - B. Modifying Graphics (2 contact hours)
  - C. Aligning Graphics (1 contact hour)
5. Creating and Modifying Charts (Calhoun, C. C. & Robinson, B. W., 1995; VanHuss, S. H., Forde, C. M., & Woo, D. L., 2002) 5 hours
  - A. Revising Charts (2 contact hours)
  - B. Advanced Text Wrapping (3 contact hours)
6. Using Macros (Fulton-Calkins, P., Hanks, J. D., 2000; Maxam, S., 2002; Olinzock, A. A., 1998) 6 hours
  - A. Recording Macros (2 contact hours)
  - B. Running Macros (2 contact hours)
  - C. Editing Macros (2 contact hours)
7. Customizing Menus (McLean, G. N., 1995; Peters, C., 1987; Sabin, W. A., 2001) 5 hours
  - A. Creating Custom Toolbars (2 contact hours)
  - B. Adding and Removing Buttons from Toolbars (3 contact hours)
8. Workgroup Collaboration (McLean, G. N., 1995; Sharp, W. M., 1998; VanHuss, S. H., Forde, C. M., and Woo, D. L., 2002) 6 hours
  - A. Tracking Changes (2 contact hours)
  - B. Accepting Changes (2 contact hours)
  - C. Rejecting Changes (1 contact hour)

- D. Merging Input (1 contact hour)
- 9. Creating Web Pages Using Word Processing Software (Fulton-Calkins, P., Hanks, J. D., 2000; Maxam, S., 2002; Olinzock, A. A., 1998) 5 hours
  - A. Using Web Page Wizard (1 contact hour)
  - B. Using Web Authoring Tools (1 contact hour)
  - C. Creating Hyperlinks (1 contact hour)
  - D. Applying Formatting, Color, Graphics, and Objects (1 contact hour)
  - E. Creating Forms on Web Pages (1 contact hour)
- 10. Protecting Documents (Erthal, M. J., 1998; Peters, C., 1987; Sabin, W. A., 2001) 5 hours
  - A. Defining and Modifying Default File Locations (2 contact hours)
  - B. Reposting HTML Documents (2 contact hours)
  - C. Attaching Digital Signatures to Documents (1 contact hour)
- 11. Using Mail Merge (Alexander, S., 1999; Erthal, M. J., 1998; Olinzock, A. A., 1998) 6 hours
  - A. Merging Letters with a Word, Excel, or Access data source (2 contact hours)
  - B. Merging Envelopes (2 contact hours)
  - C. Merging Labels (1 contact hour)
  - D. Using Outlook Data as Mail Merge Data Source (1 contact hour)

**Text(s):**

VanHuss, S. H., Forde, C. M., Woo, D. L., & Hefferin, L. (2010). *Formatting and document processing, Microsoft Word 2010 (lessons 61-120)*. Mason, OH: Thomson South-Western.

**Description of Instruction:**

**(Campus 1)** Lecture. Instruction will be delivered through face-to-face lectures. The teaching format will include lecture, discussion, demonstration, hands-on activities and simulations, project assignments, and exams.

**(Campus 5)** Lecture. This course will be delivered via an on-line platform – Canvas. Class materials will include handouts, preparation guidelines, supplementary materials, and recorded lectures. Class activities such as group discussions will be held on Canvas in the format of threaded discussion topics.

**Honor Code:**

**(Campus 1& 5)** Mississippi State University has an approved Honor Code that applies to all students. The honor code states: "As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the honor code, to accept responsibility for learning, and to follow the philosophy and rules of the honor code. Ignorance of the rules does not

exclude any member of the MSU community from the requirements or consequences of the honor code.

For additional information please visit: <http://www.honorcode.msstate.edu>

**(Campus 5 specifically)** Online tests will be administered with random ordered questions. All written assignments must be submitted through Turnitin.

### **Technology:**

**(Campus 1)** Students will be required to use Canvas to access course syllabus, class preparation guidelines and handouts, and supplemental course materials, as well as to check their grades. Students may also be required to submit assignments using Canvas.

**(Campus 5)** Students will be required to use Canvas to access course syllabus, recorded lectures, class preparation guidelines and handouts, and supplemental course materials, as well as to check their grades. Students will also be required to submit assignments using Canvas. In addition to these, students will engage in class discussions by creating or relying to threaded discussion topics on Canvas.

*Technical Support:* The MSU [Help Desk](#) is a service provided at no charge to all students, staff, and faculty at Mississippi State University. The consultants are there to help you with various computer-related information or problems. Check the Information Technology Services (ITS) Web site at <http://www.its.msstate.edu> for handouts and/or resolutions to common computer problems. If you cannot find an answer to your question on the Web or you do not have access to the Internet, please call ITS at 325-0631 or 888-398-6394 (7:30 a.m. to Midnight Monday through Thursday; 7:30 a.m. to 5:00 p.m. Friday; 1:00 p.m. to Midnight Sundays). You can also e-mail ITS directly for help with technical problems at [helpdesk@msstate.edu](mailto:helpdesk@msstate.edu) or go by their office at 108 Allen Hall with walk-in hours from 8:00 a.m. to 10:00 p.m. Monday to Thursday; 8:00 a.m. to 5:00 p.m. Friday; 1:00 p.m.-10:00 p.m. Sunday.

### **Diversity:**

This course will comply with the Mississippi State University diversity policies. Issues in diversity (gender, race, SES, culture) will be noted as concerns with individual differences in the field and will be identified and regularly assessed when discussing topics.

### **Accommodation for Students with Disabilities:**

Students with disabilities in need of accommodations to meet the expectations of this course are encouraged to bring this need to the attention of the instructor and should register with the Office of Student Support Services as soon as possible. The Office of Student & Disability Support Services is located in 01 Montgomery Hall, (662) 325-3335 (phone), and <http://www.sss.msstate.edu> (web address).

**University Safety Statement:**

Mississippi State University values the safety of all campus community members. Students are encouraged to register for Maroon Alert texts and to download the Everbridge App. Visit the Personal Information section in Banner on your mystate portal to register. To report suspicious activity or to request a courtesy escort via Safe Walk, call University Police at 662-325-2121, or in case of emergency, call 911. For more information regarding safety and to view available training resources, including helpful videos, visit [ready.msstate.edu](http://ready.msstate.edu).

**Field Component:**

There is no field component in this course.

**Evaluation of Student Progress: (Campus 1 and Campus 5)**

Student progress will be measured as follows:

**Class Assignments:** Students will have weekly assignments over the course of the semester that will facilitate students' exploration and deeper understanding of the materials covered in class. Students will write a 1-page journal entry based on the assignment. Journal entries will be double-spaced in 12-point Times New Roman font. Assignments will be submitted through Canvas. Guidelines will be posted on Canvas. LATE ASSIGNMENTS WILL NOT BE ACCEPTED unless there are some unforeseen circumstances. (Objectives 1-16, 19)

**Quizzes:** Quizzes will be taken online using the Canvas website. Each quiz will be listed with a date showing when it will be available, and a due date telling you the latest it can be completed. It is the student's responsibility to check Canvas regularly to check for available quizzes. You will also be given pop quizzes in class. The number of pop quizzes given is to be determined by the instructor, but could be given every class meeting. These pop quizzes will cover material from previous lectures and/or material in your text that will be covered in the lecture that day. If you are not present when a pop quiz is given you will receive a zero for that pop quiz grade. Your quiz average will constitute 20% of your final grade. (Objectives 1-16, 19)

**Class Participation:** Class Participation will be evaluated in the face-to-face course through question/answer during class meetings. Class participation will be evaluated in the online course through question/answer during weekly online meetings. (Objectives 1-16, 19)

**Additional Requirement for Graduate Students**

Graduate students will complete a research paper (including a literature review) as approved by the instructor. The research paper should be 6-8-page in-length, double-spaced, APA format with citations in text (Objectives 18).

The paper should include:

- a. Title page (name, course title, topic, date).
- b. Description of the issue.
- c. Specific strategies used for the issue.

d. Minimum of 10 peer reviewed journal articles/references.

Undergraduates Grading & Evaluation:

	<u>Points</u>
Class Assignments	45%
Quizzes	45 %
Class Participation	10%
<b>Total</b>	<b>100%</b>

Graduates Grading & Evaluation:

	<u>Points</u>
Class Assignments	45%
Quizzes	30 %
Class Participation	10%
Graduate Final Paper	15%
<b>Total</b>	<b>100%</b>

<u>Grade</u>
A (90% - 100.00%)
B (80% - 89.99%)
C (70% - 79.99%)
D (60% - 69.99%)
F (Below 59.99%)

**Attendance Policy:**

The class is responsible to read the MSU Attendance Policy AOP 12.09.  
<https://www.policies.msstate.edu/policy/1209>.

In accordance with university policy (AOP 12.09), students should attend all classes. When an absence from class is essential, the student must inform the instructor via phone or Email, and provide appropriate documentation.

Attendance in the **online course** is evaluated on a weekly basis. Each student is expected to join the online environment at the scheduled time for a combination of lecture and discussion. Just as in the face-to-face environment, not being logged in for class constitutes a single absence.

**Title IX:**

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU's educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU's Director of Title IX/EEO Programs at 325-8124 or by e-mail to [titleix@msstate.edu](mailto:titleix@msstate.edu). Additional

resources are available at <http://www.msstate.edu/web/security/title9-12.pdf> or at <http://students.msstate.edu/sexualmisconduct/>.

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