PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

DOCUMENT DESIGN AND EDITING
ADMN 2120

Class Hours: 3.0
Credit Hours: 3.0
Laboratory Hours: 0
Revised: January 2016

Catalog Course Description:
An application-oriented course that includes designing and editing a variety of complex business documents, with emphasis on decision making and problem solving based on document design principles and mailability standards.

Entry Level Standards: Keyboarding speed of 35 wam or better

Prerequisite: ADMN 1005

Textbook and Other Reference Materials:

I. WEEK/TOPIC BASIS:

1-2  Review of Word 2013
3-4  Tutorial 5: Working with Templates, Themes, and Styles
5-6  Tutorial 7: Collaborating with Others and Integrating Data
7    Tutorial 8: Customizing Word and Automating Your Work
8    Application Test
9-12 Document Production
13-14 Office Simulation Project
15    Review of Simulation Project

II. COURSE GOALS*:
The course will:

A. Build the students’ skills on how to design and edit a variety of complex business documents using advance features of Word. (I, II, III)
B. Expand the student’s understanding of critical thinking skills in relation to producing mailable business documents. (I, II, III, V)
C. Enhance effective use of professionally accepted methods and materials in completion of application documents in a simulated office setting (I, II, III, V, VI)
D. Extend students’ knowledge on time management skills by setting objectives, organizing, prioritizing and scheduling activities and practice. (III)

* Roman numerals after course objectives reference goals of the Administrative Professional Technology program.
III. EXPECTED STUDENT LEARNING OUTCOMES*

Students will be able to:

1. Identify acceptable document layouts. (B, C)
2. Design complex business documents. (A, B, C)
3. Develop decision-making and problem-solving skills. (B, D)
4. Proofread and revise documents as instructed. (A, C)
5. Use the capabilities of advanced Word features. (A, C)
6. Locate and use resources for style, design, and content in producing business documents. (C)
7. Implement document design principles in creating a variety of business documents. (A, B, C)

*Capital letters after Expected Student Learning Outcomes reference the course goals above.

IV. EVALUATION:

A. Testing Procedures: 50% of Grade

Evaluations will consist of one application and shortcut test.

The application test will consist of problems similar to the exercises and unit applications in the textbook and will be timed. The application test will count as 80 percent of the testing grade.

Shortcut test will be given with the application test. The shortcut test is a written exam over shortcuts used in Word. The average of this shortcut test will count as 20 percent of the testing grade.

MAKEUP POLICY: Test CANNOT be made up and a grade of zero will be applied to the missed test unless prior approval by instructor to take test at later date.

B. Laboratory Expectations N/A

C. Field Work: N/A

D. Other Evaluation Methods: 30% - Homework, Graded Exercises, SAM Quizzes & Projects, and Document Production Work

Selected application exercises will be assigned as homework for each tutorial. Homework must be completed in its entirety and submitted using the dropbox feature in D2L. No late work will be accepted and a grade of zero will be applied to any work not submitted by due date.

SAM projects and quizzes will be assigned for each tutorial using SAM 2013 software. The projects will consist of problems similar to those given in the textbook. The quizzes will consist of 25 multiple-choice questions over the material within each tutorial.

Graded Exercises and/or Textbook Cases will be assigned for each tutorial and will be graded on accuracy of the completed work.

Document production work will consist of problems based on real workplace situations. Grading will be based on accuracy of work and effective problem solving skills in creating these business documents.

No late work will be accepted after the due date unless prior approval by the instructor and a grade of zero will be applied to any work not submitted by due date.

20% - Office Simulation Project
E. **Grading Scale:** At the end of the semester the final grade will be based on the following scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>92 – 100</td>
<td>A</td>
</tr>
<tr>
<td>89 – 91</td>
<td>B+</td>
</tr>
<tr>
<td>82 – 88</td>
<td>B</td>
</tr>
<tr>
<td>79 – 81</td>
<td>C+</td>
</tr>
<tr>
<td>72 – 78</td>
<td>C</td>
</tr>
<tr>
<td>65 – 71</td>
<td>D</td>
</tr>
<tr>
<td>0 – 64</td>
<td>F</td>
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</tbody>
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V. **POLICIES:**

A. **Attendance Policy:**
Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. **Academic Dishonesty:**
Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. **Accommodation for Disabilities:**
Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.