This college-level course is structured as a lecture-format class. You will be expected to do lab work in addition to class time to complete assignments. Occasionally, time will be allowed at the instructor’s discretion to complete assignments in class. Open labs are available at all campuses. Check posted hours.

Catalog Course Description:

A study of the advanced features of Microsoft Office as used in business. Major emphasis will be on integration and streamlining of tasks of Microsoft Office applications.

Entry Level Standards:

Keyboard speed of 23 wpm (minimum)

Prerequisites/Corequisites:

Prerequisites:
OST 1006, 2006, 2621
Corequisite:
OST 2600

Textbook(s) and Other Reference Materials Basic to the Course:

2. ATLAS testing software
4. Two high-density diskettes.
5. Two folders, two-pocket, for submitting assignments.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Review of Word</td>
</tr>
<tr>
<td>3</td>
<td>Creating and Modifying Styles; Templates</td>
</tr>
<tr>
<td>4</td>
<td>Advanced Desktop</td>
</tr>
<tr>
<td>5-6</td>
<td>Fields, Forms, Advanced Mail Merge and Macros</td>
</tr>
<tr>
<td>7-8</td>
<td>Advanced Tables; Charts</td>
</tr>
<tr>
<td>9-10</td>
<td>Indexes and Table of Contents; Master Documents</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Review and reinforce basic Word concepts. I, II, III, VI, XII

B. Become proficient in completing business documents using advanced features of Word. I, II, III, VI, XI

C. Review and reinforce basic Excel, PowerPoint and Access concepts. I, II, III, VI, XII

D. Become proficient in using MS Office to integrate and complete business documents. I, II, III, VI, XII

E. Gain hands-on experience using realistic business documentation and strengthen the ability to proofread, priorities tasks, and use decision-making skills. IV, VI, X, XII

*Roman numerals after course objectives reference goals of the OST program.

III. Instructional Processes*:

Students will:

1. Refine their reading skills and expand their vocabularies through completion of weekly reading assignments. Communication Outcome

2. Use technology to promote objectives of the course; specifically, utilizing Microsoft Office. Technological Literacy Outcome

3. Use Word's advanced commands to solve problems and to make effective decisions in managing written documents. Problem Solving and Decision Making Outcome


5. Internalize the work ethic by regularly attending class, being punctual, being dependable and acting in a professional manner while in class. Personal Development Outcome, Transitional Strategy

6. Use e-mail to communicate with the instructor on class activities and assignments. Technological Literacy Outcome

*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

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

1. Identify the word screen. A

2. Create, save and print documents using Microsoft Word for Windows. A
3. Efficiently use character, paragraph and page formatting Word commands to create business documents. A
4. Move the insertion point efficiently with mouse or cursor. A
5. Select text quickly with mouse or cursor. A
6. Use headers/footers, section breaks, and line and page break options to format multiple-page reports. A
7. Use column features, Microsoft draw, WordArt, graphics and borders to create newsletters. A
8. Create and modify styles and attach templates to documents using the Style gallery. B, E
10. Use Find and Replace for special characters and formats. B
11. Control text flow and character spacing. B
12. Use fields and electronic forms to create business documents. B, E
13. Use advanced Mail Merge features (special mail merge fields, use data from other programs, filter a data source and create a catalog document). B, E
14. Create and run macros. B
15. Create and work with long tables. B, E
16. Create and work with multiple tables. B, E
17. Sort paragraphs, tables and lists. B
18. Create, edit and modify charts. B, E
19. Identify, format, compile, edit and update an index. B, E
20. Create, format, edit and update a Table of Contents. B, E
22. Edit, move, split, and merge subdocuments. B, E
23. Create, edit, and format Excel spreadsheets. C
24. Utilize functions and formulas to create business spreadsheets. C, E
25. Print spreadsheets with headers and footers. C
27. Create, edit and enhance the appearance of charts. C
28. Use PowerPoint views, commands, wizards, layouts, templates and slide master. C
29. Create presentations with text animation and transitions. C,E
30. Run a slide show. C
31. Save a database, edit a database, and retrieve selected data from a database. C
32. Create, save and open a query and perform query calculations C, E
33. Design and create a custom report and modify report controls and properties. C, E
34. Use Microsoft Office integration skills to prepare business documents. D, E
35. Use problem-solving skills when performing integration tasks to complete business documents. D, E

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 50% of grade
   - Midterm Word Exam 25%
   - Final Word Exam 25%

B. Laboratory Expectations:
   N/A

C. Field Work:
   N/A

D. Other Evaluation Methods: 50% of grade
   - Integration Projects 25%
   - Other (quizzes, homework, inclass practices) 25%

E. Grading Scale:
   - A 93 - 100
   - B+ 90 - 92
   - B 85 - 89
   - C+ 80 - 84
   - C 75 - 79
   - D 70 - 74
   - F 0 - 69

VI. Policies:

A. Attendance Policy:

   Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all 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 for Academic and Student Affairs, may have requirements that are more stringent.

B. Academic Dishonesty:
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

C. Other Policies:

OST majors are required to purchase and start a professional portfolio in which they will collect examples of documents that they complete in OST 2006 (Word II), OST 2621 (Excel), OST 2600 (Access), OST 2120 (Keyboarding III), OST 2810 (Creating Web Pages), OST 2015 (Word/Excel/PowerPoint III), and OST 2300/2301 (Practicum). This portfolio will be submitted during the last semester at Pellissippi State, will be reviewed by the OST faculty, and will be used for job applications to present during job interviews.