WORD I CBT
OST 1001

Class Hours: 0.0  Credit Hours: 1.0
Laboratory Hours: 3.0  Date Revised: Fall 00

NOTE: This course is not designed for transfer credit.

Catalog Course Description:
Fundamental concepts and applications of Microsoft Word for Windows for professional and/or personal use, emphasizing commonly used commands and strategies for formatting, editing, and revising text. The course is created specifically to meet the Microsoft Office User Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required.

Entry Level Standards:
Basic knowledge of a personal computer and its operation.

Prerequisite:
OST 1100 or equivalent

Textbook(s) and Other Reference Materials Basic to the Course:
License for SAM testing software. You will purchase the SAM testing license ONCE and will use it for Word CBT, Excel CBT, PowerPoint CBT, and Access CBT. These are the MOUS courses that require SAM application tests. The license is good as long as you are a student at PSTCC and take courses that require this testing. IMPORTANT NOTE: You will get a SAM card when you purchase the software in the bookstore. It has your password on it. KEEP THIS CARD IN A SAFE PLACE--YOU WILL NEED IT FOR LOGGING IN WHEN YOU TAKE YOUR FIRST SAM TEST. If you lose the number, you will have to purchase another license. At class orientation, you will be instructed how to login and set your password. As a safeguard, you may email your SAM license number to gburris@pstcc.cc.tn.us.

Microsoft Word 2000 Comprehensive Concepts and Techniques; Shelly, Cashman, Vermaat, Course Technology, 2000. This book will also be used in OST 1002--Word II CBT.

I. Week/Unit/Topic Basis:
Since you may be taking more than one MOUS course, the schedule below is set up so that you can complete the course in eight weeks and then complete a second MOUS course during the next eight weeks. If you are taking three MOUS courses, obviously you will either need to complete a course in less than eight weeks or work on two courses at the same time. (To complete two or three courses in one semester, it is imperative that you budget your time accordingly.)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>CBT Tutorial</td>
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</table>
Download the CBT player to your home computer and load the CBT tutorials. Work through CBT Tutorial on Beginning Word 2000. Take the online CBT Theory Tests over Beginning Word 2000.

2
Project 1
Creating and editing a Word document; inserting and resizing clip art; using character and paragraph formatting; printing a document.

3
Project 2
Creating a research paper using MLA documentation style; creating hanging indents; creating a hyperlink; checking spelling and grammar; using the thesaurus; using find and replace; moving text; using Word's AutoCorrect feature.

4
Test 1
Take Sam Application test in the Testing Center over Projects 1 and 2.

5
CBT Tutorial

6
Project 3 and Web Feature
Using a wizard to create a resume; creating a cover letter with a table; identifying styles in a document; setting and using tab stops; collecting and pasting text from clipboard; adding borders to a document, creating an AutoText entry; creating a bulleted list as you type. Creating Web pages using Word.

7
Project 4
Creating and modifying a document with a table, chart, watermark, and borders; inserting section breaks; working with headers; inserting an existing Word document into a open document; adding picture bullets to a list; centering text vertically on a page.

8
Test 2
Take Sam Application test in the Testing Center over Projects 3 and 4

II. Course Objectives*:

A. Demonstrate basic fundamentals of Microsoft Word and personal computer concepts. I, II, III, VI, XII

B. Create, edit, and print documents in Word. I, II, III, VI, X, XI

C. Create and edit tables in Word. I, II, III, VI, X, XI

D. Use Word features. I, II, III, VI, XI, XII

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

III. Instructional Processes*:

Students will:

1. Use technology to promote the objectives of this course; specifically, the Internet, email, and presentation graphics applications. Technological Literacy Outcome

2. Use email to communicate problems, questions, and issues to instructor. Communications
**Outcome, Technological Literacy Outcome**

3. Using a personal computer, browser software, and the Internet, read and respond to tutorials on how to use the application packages presented in this course to gain user proficiency. *Technological Literacy Outcome, Problem Solving and Decision Making Outcome, Active Learning Strategy*

4. Use the skills and applications taught in the CBT tutorials in actual work required in exercises that simulate real-world applications. *Transitional Strategy*

5. Download applications from the Web and install the applications on the student's personal computer to complete research activities required in exercises. *Technological Literacy Outcome, Active Learning Strategy*

*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. Use Internet resources. A
2. Use correspondence tool: email. A
3. Copy and download files and programs. A
4. Understand keyboard shortcut notation. A
5. Start an application program in Windows 95 or higher. A,D
6. Identify the components of the Word screen. A,B,D
7. Change the default font size of text and enter text into a document. A,B,D
8. Run spell check and grammar check a document in Word. A,B,D
9. Create, edit, save, and print a document in Word. A,B,D
10. Use paragraph formatting (aligning, indenting, using bullets, adding borders). A,B,D
11. Use character formatting commands (bold, italic, underline, double underline, small caps, all caps, etc.). B,D
12. Use page formatting commands (page margins, page breaks, page numbering, vertical alignment, etc.). B,D
13. Collect and paste using the clipboard. A,B,D
14. Import an image from the Web into Word. A,B,D
15. Insert, resize, and move a clip and/or picture in Word. A,B,D
16. Creating a watermark. A,B,D
17. Use Microsoft Word Help. A,B,D
18. Insert a line break in Word. A,B,D
19. Use AutoFormat as you type in Word. D
20. Use print preview to view and print a document. A,B,D
22. Create a report using MLA documentation style. A,B,D
23. Identify and change styles. A,B,D
24. Create and insert an AutoText entry in Word. A,B,D
25. Adjust line spacing in a Word document. A,B,D
26. Insert headers in documents. A,B,D
27. Work with section breaks. A,B,D
28. Use Word's AutoCorrect feature. A,B,D
29. Insert a manual page break in Word. A,B,D
30. Create a text hyperlink in Word and display the Web site associated with a Hyperlink. A,B,D
31. Sort selected paragraphs in Word. A,B,D
32. Scroll by a page in Word. A,B,D
33. Find and replace text in Word. A,B,D
34. Use Word's thesaurus feature. A,B,D
35. Set and manipulate tabs. B,D
36. Work with multiple document windows. A,D
37. Create, modify, and format a chart. A,B,D
38. Use templates and wizards to create documents. A,B,D
39. Create and edit tables. C
40. Creating Web Pages using Word B,D

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

V. Evaluation:

A. Testing Procedures: 90% of grade

Two types of tests will be given in this course for grade determination:
(1) short-answer tests administered through the Computer Based Training (CBT) tutorial software (taken over the Web) and
(2) SAM application tests over the textbook material (taken in the Testing Center).
Number of tests:
Two CBT tutorial tests delivered over Web
  Microsoft Office 2000: Beginning Word
  Microsoft Office 2000: Intermediate Word
Two SAM textbook tests taken in the Testing Center
  Projects 1 and 2
  Projects 3 and 4, Web Feature

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 10% of grade

  5%--Active involvement in email communication with instructors
  5%--Successful download of necessary files and programs for coursework

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B+</td>
<td>90-92</td>
</tr>
<tr>
<td>B</td>
<td>85-89</td>
</tr>
<tr>
<td>C+</td>
<td>80-84</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
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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% of their scheduled class and laboratory meetings in order to receive credit for the course.

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. Where Do I Begin?

Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.

1. Once you have your supplies, hardware/software setup, you should go to
http://www.pstcc.cc.tn.us/ost/mous.
2. Click on the WebCT button, click on My WebCT, and then login to WebCT.
3. Click on OST 1001-1011--MS Office User Specialist Courses.
Choose the icon labeled **Class Map and Due Dates**, choose **Map for Word I**, and print out the **Class Map for Word I**. This document will guide you through the course. It contains a list of the CBT tutorials you will use, the textbook pages to read and exercises to complete, and a listing of what tests you need to take and when to take them.

**Resources that will be used:**
Personal computer using the Internet to deliver the course. You will need your own Internet Service Provider for access to the Internet.
Computer Based Training (CBT) online courseware. You will need to download the CBT Player to your computer to view the courseware.
Applications software. You will need to have the following software packages installed on your computer to complete the course: Windows 95 or higher, an Internet browser (full-blown version, **NOT AOL version**), Microsoft Office 2000, CBT Player (download free to play CBT tutorials and tests).

**Technology Requirements:**
To run Office 2000, see http://www.microsoft.com/office/features/ofc2000tour/Sysreqs.htm for the recommended hardware/software requirements.

**Minimum hardware requirements:**
Pentium class or better
75 MHz processing speed
3.5” floppy drive
16Mb RAM memory for Win95
32+Mb RAM for WinNT
217Mb disk space for CD1 (Word, Excel, Outlook, PowerPoint, Access, FrontPage)
174Mb disk space for CD2 (Publisher, Small Business Tools)
CD ROM drive
Microsoft mouse compatible
9,600-baud modem; 14,400- or higher-baud modem recommended
at least VGA graphics capability with a minimum of 512K video RAM (1Mb video RAM recommended. Super VGA recommended.
Windows display mode of at least 640 x 480 resolution with at least 16 colors.

**Minimum software requirements:**
You need to know how to use your computer and how to use the Internet. You will need to have the following software installed on your computer:
Windows 95 or higher
an Internet browser (full-blown Netscape or Internet Explorer). The AOL browser will not work with the course delivery software. If you do not have the full-blown Netscape or IE, you will need to download them from the Web. They are free.
MS Office 2000
CBT Player download after you are registered in the course. (You must download this and have it installed on your hard drive in order to play the CBT tutorials and take the CBT online tests). Use the following link to get directions for downloading CBT Player and tutorials:
http://198.146.192.9/dynamo/gettingstarted.htm

**Course structure:**
OST 1001 and OST 1002 (Word I-II) provide you the opportunity to learn skills required for the **Core and Expert levels of Microsoft Office User Specialist Certification Exam for Word**. Your text and the CBT tutorials are Microsoft-approved courseware that matches the proficiency guidelines developed by Microsoft for the certification exam. In addition, these one-hour courses can be combined to meet the requirements for Pellissippi State MOUS certificates.
This course is delivered as an online course over the World Wide Web (WWW). Assignments will consist of
- reading textbook assignments.
- completing textbook and online assignments.
- completing online CBT theory tests (true-false/multiple-choice tests).
- completing SAM application tests.
NOTE: The SAM application tests must be taken in the Pellissippi State Testing Center (available at all three campus locations). Readings, text exercises, and CBT tutorials must be completed prior to taking the tests. You have 15 weeks to complete this course, but you may be able to complete it in less time. Due dates for completion of units will be enforced, since procrastination is a sure way to compromise your success in an independently paced learning experience such as this. As a registered student, you can use the open computer labs at Pellissippi State. NOTE: You must have or must purchase Windows 95 or higher and Microsoft’s Office 2000 software for this course. Netscape Navigator or MS Internet Explorer and the CBTPlayer are free and can be downloaded from the Internet. The AOL browser will not work with the delivery software. Students will need to arrange for their own Internet Service Provider (ISP).