NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Advanced 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 computer operation knowledge and ability to use the Internet.

Prerequisite:

OST 1001 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.


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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Advanced Word 2000--CBT Tutorials</td>
</tr>
</tbody>
</table>
Download the CBT player to your home computer if you have not yet done so. Begin the CBT tutorials on Advanced Word 2000 taking online tests with tutorials.

2
Advanced Word 2000--CBT Tutorials and Project 5
Continue Advanced Word 2000 CBT tutorials, taking online tests with tutorials. Generating form letters, mailing labels, and envelopes; using a template to create a letter; identifying the Main Document and creating the data source; entering the Main Document for the form letter; merging the documents and printing; addressing mailing labels and envelopes.

3
Advanced Word 2000--CBT Tutorials and Project 6
Continue Advanced Word 2000 CBT tutorials, taking online tests with tutorials. Creating a professional newsletter; creating the nameplate; formatting the first page of the body of the newsletter; creating a pull-quote; formatting the second page of the newsletter; enhancing the newsletter with color and borders.

4
Advanced Word 2000--Integration Feature and Testing
Merging form letters to e-mail using an Access table; changing the data source in a letter. Complete online CBT theory tests over Advanced Word. Take SAM application test in the Testing Center over Projects 5, 6, and Integration.

5
Word 2000 for Power Users--CBT Tutorials and Project 7
Work on CBT online tutorials over Word 2000 for Power Users and complete the online tests with tutorials. Create a master document, index, and table of contents; prepare a documents to be included in a longer document; work with a master document.

6
Word 2000 for Power Users--CBT Tutorials and Project 8
Continue Word 2000 for Power Users CBT tutorials, taking online tests with tutorials. Designing and creating an online form; working with templates.

7
Word 2000 for Power Users--CBT Tutorials and Project 9
Continue Word 2000 for Power Users CBT tutorials, taking online tests with tutorials. Using Visual Basic for applications with Word; modifying a form; using a macro to automate a task; creating and editing a macro; adding an activeX control to a form.

8
Word 2000 for Power Users--Integration Feature and Testing
Linking an Excel worksheet and charting its data in Word; editing a linked worksheet. Complete online CBT theory tests over Word 2000 for Power Users. Take SAM application test in Testing Center over Projects 7, 8, 9 and Integration.

II. Course Objectives*:

A. Demonstrate advanced features of Microsoft Windows and Microsoft Word. I, II, III, VI, XII
B. Apply advanced Word formats. I, II, III, VI, X, XI
C. Create indexes, tables of contents, worksheets, and charts. I, II, III, VI, X, XI
E. Workgroup editing. 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. Copy and move files and folders. A

5. Checking for errors. A

6. Use plug and play. A

7. Install wizards. A

8. Custominize the toolbar. A


10. Create professional newsletters. A,B

11. Create indexes. A,B,C

12. Create a table of contents. A,B,C

13. Perform calculations. A,B,C

14. Perform a calculation in a table. A,B,C
15. Create and import worksheets. A,B,C
17. Use borders and shading. A,B,C
18. Create a page border. A,B,C
19. Add graphics. D
20. Record and run macros. A,B
21. Create a macro. A,B
22. Edit and modify macros. A,B
23. Create and modify an online form. A,B
24. Create catalogs and lists. A,B
25. Generate mail-merges, labels, and envelopes. A,B
26. Use an Access table as a data source. D
27. Insert fields. A,B
28. Perform workgroup editing. D
29. Create and use a master document. D
30. Track changes, protect, and route documents. D
31. Create multiple versions of a document. 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 tutorial software (taken over the Web) and
(2) SAM application tests over the textbook material (taken in the Testing Center). The grades on these tests will be averaged to determine 90 percent of the course grade.

Number of tests:
- Two CBT tutorial tests delivered over Web
  - Advanced Word
  - Word for Power Users
- Two SAM application tests over textbook material taken in the Testing Center
  - Projects 5, 6, and Integration
  - Projects 7, 8, 9 and Integration

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>Percentage</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

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 II, and print out the Class Map for Word II. 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 teh 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:**

**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](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).