PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

ADVANCED WORD
OST 2006

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Spring 02

NOTE: This course is not designed for transfer credit.

If you wish to take this course for AUDIT (not receive a grade), you can change to AUDIT status by
completing an Add/Drop form by the published deadline date. You will receive the same instruction as
students taking the course for credit, but your GPA will not be affected and the course will not count
toward an academic degree.

Catalog Course Description:
A study of the advanced features of Microsoft Word. Topics will include managing long documents,
mail merges, tables and concepts and applications using electronic publishing. Timed
theory/production tests will be included.

Entry Level Standards:
Keyboarding speed of 35 wpm or better

Prerequisite:
OST 1005

Textbook(s) and Other Reference Materials Basic to the Course:
3. License for SAM 2000 testing software. You will purchase the SAM 2000 testing license ONCE
and will use it in several OST classes that require SAM application tests. The license is good as long
as you are a student at PSTCC and take the courses that require testing.
4. Two high-density diskettes.
5. Two folders, two-pocket, for submitting and keeping assignments.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction of Microsoft Windows 2000; Lesson 1—Creating a Document; Lesson 2—Selecting and Editing Text; Lesson 4—Writing Tools; Lesson 10—Printing</td>
</tr>
<tr>
<td>2</td>
<td>Lesson 3—Formatting Characters; Lesson 5—Formatting Paragraphs; (Sample SAM testing)</td>
</tr>
<tr>
<td>3</td>
<td>Quiz 1 (SAM test); Problem Solving with Formatted Documents; Lesson 6—Margins;</td>
</tr>
</tbody>
</table>
Timed Revisions

Lesson 7—Tabs and Tabbed Columns; Lesson 8—Moving and Copying Text; Time Revisions

Lesson 9—Find and Replace; Quiz 2 (SAM test); Problem Solving with Formatted Documents

Lesson 11—Page and Section Breaks; Lesson 12—Page Numbers, Headers, and Footers; Lesson 15—Styles (Applying Styles); Report Formatting/Two-page Letters

Midterm Application Test

Lesson 13—Tables; Lesson 15—Styles (Rest of Lesson)

Lesson 16—Templates and Wizards; Problem Solving with Formatted Documents

Lesson 14—Columns; Quiz 3 (SAM test); Lesson 17—Graphics; Desktop Publishing

Lesson 18—Mail Merge

Comprehensive Final

II. Course Objectives*:


B. Become proficient in completing basic documents using formatting features of Word 2000. IV, X, XII

C. Introduce students to the more advanced concepts of word processing using advanced formatting features of Word. I, III, X

*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, Windows 2000 and Word 2000. Technological Literacy Outcome

3. Utilize Word’s formatting commands (character, paragraph and page) to solve problems and to make effective decisions in managing written documents. Problem Solving and Decision Making Outcome, Active Learning Strategy

4. Complete word processing problems based on real workplace situations. Problem Solving and Decision Making Outcome, Transitional Strategy

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
*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 windows screen. A
2. Utilize the My Computer features to work with disks and files. A
3. Create, save, and print a document using Microsoft Word for Windows. A
4. Insert and delete text, move the insertion point efficiently with mouse or cursor. A
5. Select text quickly with the mouse or keyboard. A
6. Use character formatting commands (bold, italic, underline, fonts, small caps, and all caps). B
7. Use paragraph formatting commands (line spacing, bullets and numbering, alignment, and indenting text). B
8. Use page formatting commands (page margins, page breaks, and page numbering). B
9. Format with special features (AutoText, drop capital letters, hyphenating words, space between paragraphs, non-breaking space). B
10. Create and enhance business memos and letters efficiently using Word’s character and paragraph formatting. B, C
11. Use headers/footers, section breaks, and line and page break options to format multiple-page reports. B, C
12. Manipulate selected text between different areas of business documents and open multiple document windows to move or copy text between documents. B
13. Find and replace text and formats. B
14. Set control printing features. B
15. Create tables, enter text, select cells, edit, cut and paste within the table, change column widths, insert and delete rows C
16. Create and edit columns of text, remove column formatting, change column width and spacing, and balance columns on a page. C
17. Enhance and manipulate documents using advanced features of Word (styles, templates and wizards). D
18. Add borders, shading, text boxes and clip art to a document. D
19. Use Microsoft draw and WordArt in a document. D
20. Use the Mail Merge feature to create form letters, envelopes and mailing labels. D
*Letters after performance expectations reference the course objectives listed above.

**V. Evaluation:**

A. Testing Procedures: 65% of grade

   Evaluations will consist of application test (hands on) activities to complete on the computer. Quizzes will be given using the SAM testing software. Quizzes given in the course will account for 20% of the testing grade. Application tests will be given on both the midterm and the final exam. These two application tests will account for 45 percent of the testing grade. Disks and printouts will be collected and graded on these two tests. NO MAKEUP TESTS WILL BE GIVEN. If you miss a quiz, you will receive the same grade for the quiz as you make on the test (either midterm or final) for that component. Only one quiz per exam may be made up in this manner. If you miss additional quizzes, you will receive a zero on that quiz. If you miss the midterm or final exam, you will receive a zero for that exam.

B. Laboratory Expectations:

   N/A

C. Field Work:

   N/A

D. Other Evaluation Methods: 35% of grade

   Homework, Inclass Assignments, Inclass Graded Exercises, Pop Quizzes: Selected assigned application exercises will be collected for grading. A point system of grading will be utilized for application work based on amount of work done and accuracy of work. A late penalty will be assessed on assignments turned in after the due date. Two points will be deducted from the total for each class day after the due date. Assignments WILL NOT BE ACCEPTED after they are ONE WEEK LATE.

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</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>
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<tr>
<td>C</td>
<td>75 - 79</td>
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<tr>
<td>D</td>
<td>70 - 74</td>
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<tr>
<td>F</td>
<td>69 or less</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 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [NOTE: No differentiation is noted for excused/unexcused absences. In order to receive credit for this course, you can miss no more than

   4 times for a class meeting once a week
   8 times for a class meeting twice a week
12 times for a class meeting three times a week

When the above number absences is exceeded, the student’s grade will automatically be an “F” 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. 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 2801/02/03 (Web Design), 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.