

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

**WORD I CBT
OST 1001**

Class Hours: 0.0

Credit Hours: 1.0

Laboratory Hours: 3.0

Date Revised: Fall 04

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 Course Materials:

License for SAM XP student testing. You will purchase this license ONCE. The license contains a Key Code that will be used to access the SAM XP Testing software in the Testing Center. It can be used for Word CBT, Excel CBT, PowerPoint CBT, Outlook CBT, and/or Access CBT. These are the CBT courses that require SAM XP testing. The Key Code is good as long as you are a student at PSTCC and take courses that require this testing for Office XP. **IMPORTANT NOTE: KEEP THIS KEYCODE IN A SAFE PLACE-- YOU WILL NEED IT FOR LOGGING IN WHEN YOU TAKE YOUR FIRST SAM TEST.** If you lose the Key Code, you will have to purchase another Key Code.

License for TOM XP student training. You will purchase this license ONCE. This license allows you to install the connection to TOM online on your personal computer. This license can be used to access the TOM XP training software for Word CBT, Excel CBT, PowerPoint CBT, Outlook CBT, and/or Access CBT. These are the CBT courses that require TOM XP. The license is good as long as you are a student at PSTCC and take courses that require TOM XP.

Microsoft Word 2002 Comprehensive Concepts and Techniques; Shelly, Cashman, Vermaat, Course Technology, 2002. This book will also be used in OST 1002--Word II CBT.

I. Week/Unit/Topic Basis:

You can take the entire semester to complete this course. However, if you are taking more than one CBT course, the suggested schedule below is set up so that you can complete the course in seven weeks and then complete a second CBT course during the second seven weeks. If you are taking three CBT courses, you will either need to complete a course in less than seven 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.)

(See Where Do I Begin? section at end of this syllabus for detailed instructions on accessing tutorials, textbook assignments, and testing structure.)

| Week | Topic |
|-------------|--------------|
|-------------|--------------|

- 1-2 WebCT Site Quiz, TOM XP training tutorial for Project 1, Project 1 in textbook
Complete the WebCT Site quiz. Install the TOM XP training software to your home computer and complete the training tutorial for Project 1. Read and complete assignments in Project 1 in textbook.
- 3-4 TOM XP training tutorial for Project 2, Project 2 in textbook
Complete the training tutorial for Project 2. Read and complete assignments in Project 2 in textbook.
- 5-6 TOM XP training tutorial for Project 3, Project 3 in textbook
Complete the training tutorial for Project 3. Read and complete assignments in Project 3 in textbook.
- 7 SAM Test
- Take Sam Application test in the Main Campus Testing Center over Projects 1, 2, and 3. Be sure to take the practice SAM test that is available in the Main Campus Testing Center BEFORE you take the SAM Application test over Projects 1, 2, and 3.

II. Course Objectives*:

- A. Demonstrate basic fundamentals of Microsoft Word and personal computer concepts. I, III, VI, X
- B. Create, edit, and print documents in Word. I, III, VI, IX, X
- C. Use Word features. I, III, VI, XI, X

*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*
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*
4. Use the skills and applications taught in the TOM XP 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. *Active Learning Strategy*

*Strategies and outcomes listed after instructional processes reference TBR'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,C
6. Identify the components of the Word screen. A,B,C
7. Change the default font size of text and enter text into a document. A,B,C
8. Run spell check and grammar check a document in Word. A,B,C
9. Create, edit, save, and print a document in Word. A,B,C
10. Use paragraph formatting (aligning, indenting, using bullets, adding borders). A,B,C
11. Use character formatting commands (bold, italic, underline, double underline, small caps, all caps, etc.). B,C
12. Use page formatting commands (page margins, page breaks, page numbering, vertical alignment, etc.). B,C
13. Collect and paste using the clipboard. A,B,C
14. Insert, resize, and move a clip and/or picture in Word. A,B,C
15. Use Microsoft Word Help. A,B,C
16. Insert a line break in Word. A,B,C
17. Use AutoFormat as you type in Word. C
18. Use print preview to view and print a document. A,B,C
19. Zoom a document. A,B,C
20. Create a report using MLA documentation style. A,B,C
21. Create and insert an AutoText entry in Word. A,B,C
22. Adjust line spacing in a Word document. A,B,C
23. Insert headers in documents. A,B,C
24. Use Word's AutoCorrect feature. A,B,C
25. Insert a manual page break in Word. A,B,C
26. Create a text hyperlink in Word and display the Web site associated with a Hyperlink. A,B,C
27. Sort selected paragraphs in Word. A,B,C
28. Scroll by a page in Word. A,B,C
29. Find and replace text in Word. A,B,C
30. Use Word's thesaurus feature. A,B,C
31. Set and manipulate tabs. B,C
32. Work with multiple document windows. A,C
33. Use templates and wizards to create documents. A,B,C

- 34. Create and edit tables. C
- 35. Creating Web Pages using Word B,C

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

V. Evaluation:

A. Testing Procedures: 90% of grade

Two types of evaluation will be given in this course for grade determination:

(1) Completion of TOM XP tutorials over Projects 1, 2, and 3 (completed online on home computer). Scores for Projects 1, 2, and 3 will be averaged and will count as 45 percent of the total grade for the course.)

(2) One SAM application test over Projects 1, 2, and 3 in textbook (MUST be taken at the Main Campus Testing Center). This test will count as 45 percent of the total grade for the course.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 10% of grade

5 percent - Active involvement in WebCT email communication with instructors and successful download of necessary files and programs for coursework.

5 percent - Successful completion and grade on WebCT Site Quiz.

E. Grading Scale:

- A 93-100
- B+ 90-92
- B 85-89
- C+ 80-84
- C 75-79
- D 70-74
- F 69 and below

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. These will be treated as an absence.] (*Pellissippi State, 2004-2006 Catalog, page 83*)

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. (*Pellissippi State, 2004-2006 Catalog, pages 62-63*)

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office.

To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner. (*Pellissippi State, 2004-2006 Catalog, pages 67-70*)

E. Other

Technology requirements: You need to know how to use your computer and how to use the internet:

To complete this course, the following hardware/browser/software are recommended: (As a registered student, you can use the open computer labs at PSTCC.)

Minimum hardware requirements:

See <http://www.microsoft.com/office/evaluation/sysreqs.asp>

Minimum browser requirements:

See <http://webct.pstcc.edu/studenthelp/getstarted/specs.html>

Minimum software requirements:

- o Windows 98 or higher
- o MS Office XP Professional
- o TOM XP (training online materials)--Install the connection to TOM XP online on your home computer. (See textbooks and other supplies.)

Where do I begin?

- o Once you have your supplies, hardware/software setup, you should go to <http://webct.pstcc.edu>
- o Click on Login to My WebCT.
- o Click on OST 1001WW1 Word I CBT and click on the Course Information icon. To prepare for the WebCT Site quiz, review the information given under each icon. The WebCT site quiz tests your knowledge about this information.
- o Print the Class Map for Word I found under the icon Class Maps and Due Dates. This Class Map will guide you through the course. (The Class Map give detailed information about tutorials, assignments, and testing.)