

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

WORD
OST 1005

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Spring 05

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:

An introduction to the popular Windows word-processing program, Word. Emphasis is on efficient use of Microsoft Word features to create documents using the Microsoft Word For Windows software. Timed theory/production tests will be included.

Entry Level Standards:

Keyboard speed of 28 wpm (minimum)

Prerequisite:

OST 1100 or equivalent

Textbook(s) and Other Course Materials:

1. *Microsoft Word 2002, A Professional Approach* (Core Level), by Deborah Hinkle, Glencoe McGraw-Hill Company, 2002. (Required)
2. License for SAM 2002 testing software. You will purchase the SAM 2002 testing license ONCE and will use it in OST classes that require SAM application tests. The license is good as long as you are a student at PSTCC and take OST courses that require this testing in Office 2002. (Required)
3. Packet of OST 1005 handouts (Required). Purchase from PSTCC bookstore.
4. *The Gregg Reference Manual*, Ninth Edition, by William A. Sabin, Glencoe McGraw-Hill Company, 2001. (Optional)
5. Two high-density 3.5" 1.44-mb diskettes.

I. Week/Unit/Topic Basis:

Week	Topic
1	Introduction of Microsoft Windows XP Review Appendices A and B in Microsoft Word 2002 plus handouts from your instructor.
2	Lesson 1-Creating a Document
3	Lesson 2-Selecting and Editing Text
4	Lesson 3-Formatting Characters Lesson 4-Writing Tools
5	Lesson 5-Formatting Paragraphs

6	Lesson 6-Margins, Printing Options, and Hyperlinks
7	Lesson 7-Tabs and Tabbed Columns Practice SAM TEST and SAM TEST 1—Lessons 1-7
8	Lesson 8-Moving and Copying Text Lesson 9-Find and Replace
9	Midterm Application Test covering Lessons 1-9
10-12	Lesson 10-Page and Section Breaks Lesson 11-Page Numbers, Headers, and Footers, Report Formatting
13-14	Lesson 12-Tables - SAM TEST 2—Lessons 1-12 Lesson 17-Mail Merge and begin Comprehensive Application Test
15	Complete Comprehensive Application Test; Final Examination

II. Course Objectives*:

- A. To demonstrate basic fundamentals of Microsoft Windows 2000 concepts and Microsoft Word 2002 concepts. I, II, III, VI, IX
- B. To learn basic Word operations to efficiently create, edit, enhance, and print documents. I, II, III, VI, IX
- C. Introduce the student to the more advanced concepts of word processing using advanced formatting features of Word. I, II, III, VI, IX

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

III. Instructional Processes*:

Students will:

1. Use computer technology to promote objectives of the course; specifically, Windows 2000 and Word 2002. *Technological Literacy Outcome*
2. 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*
3. Complete business documents and word processing problems based on real workplace situations. *Problem Solving and Decision Making Outcome, Transitional Strategies*
4. Research a reference manual to find and correct formatting errors, grammar errors, and usage errors when inputting business reports, letters, and memorandums. *Problem Solving and Decision Making Outcome, Information Literacy 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, 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. Identify the windows screen. A

2. Identify and utilize the My Computer features to work with disks and files. A
3. Copy, delete and move files. A
4. Identify the word screen. A
5. Identify parts of the word screen. A
6. Create and edit a document. B
7. Save and print a document. B
8. Insert and delete text, move insertion point with keyboard and mouse, and use the undo and redo buttons. B
9. Use character formatting commands (bold, italic, underline, double underline, small caps, and all caps). B
10. Use paragraph formatting commands (alignment, line spacing and indenting paragraphs) B
11. Use Spelling and Thesaurus. B
12. Change fonts, format with the Format Painter and insert special symbols. B
13. Use page formatting commands (page margins, page breaks, section breaks, and page numbering). B
14. Set and manipulate tabs. B
15. Move, copy, and paste text. B
16. Format with special features (AutoText, drop capital letters, nonbreaking space, date and time and wizards and templates). B
17. Manipulate text within and between documents. B
18. Create and manipulate headers and footers in documents (reports, letters, etc.). C
19. Find and replace text and formats. C
20. Create and edit tables. C
21. Use Mail Merge feature to create form letters envelopes, and mailing labels. C

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

V. Evaluation:

A. Testing Procedures: 70% of grade

Evaluations will consist of application tests and quizzes using the SAM testing software. The application tests will consist of problems similar to the exercises and unit applications in the textbook. Application tests will be given on both the midterm exam and the final exam. Disks and printouts will be collected and graded on these two tests. The average of these two application tests will count as 45 percent of the testing grade. Tests using the SAM testing software will consist of individual tasks completed on the computer. Two tests using the SAM testing software will be given. The average of these tests will count as 25 percent of the testing grade. MAKEUP POLICY: If you miss a SAM test, you will take a comprehensive SAM test in the Testing Center at the end of the semester. If you miss more than one test, you will receive a zero for that test. If you fail to take the SAM comprehensive test, you will receive a zero for

the missed test.

B. Laboratory Expectations:

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.

C. Other Evaluation Methods (Homework, In-Class Graded Exercises, Quizzes (announced or unannounced): 30 percent

Selected application exercises will be assigned as homework. The following point system of grading will be utilized for each application exercise that is graded.

<u>Errors on Application Exercise</u>	<u>Points Possible for Application Exercises</u>
0	5
1	4
2-3	3
4	2
5+	1

A late penalty will be assessed on assignments turned in after the due date. Two points will be deducted from the total for each day after the due date. Assignments **WILL NOT BE ACCEPTED** after they are **ONE WEEK LATE**.

In-class graded exercises consisting of application exercises similar to those in the text may be given. These in-class graded exercises will be worth between 15 to 30 points.

Quizzes covering the material in the textbook may be given.

D. Grading Scale:

OST Departmental Percentage 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:

(Reference: PSTCC 2002-2004 Catalog & Handbook)

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 distinction is made for excused or 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 of absences is exceeded, the student's grade will automatically be an "F" for the course.]

B. Academic Dishonesty:

(Reference: PSTCC 2002-2004 Catalog & Handbook)

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 that 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. 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.