

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

**WORD/EXCEL/POWERPOINT
OST 1211**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Date Revised: Fall 02

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 computer literacy course introducing personal computers and computer applications software used in business. Emphasis is on developing computer operation skills using basic operating systems and Word, Excel, and PowerPoint (Microsoft Office) software applications.

Entry Level Standards:

Keyboarding skill of 28 wpm (minimum).

Prerequisite:

OST 1100 Keyboarding I or equivalent.

Textbook(s) and Other Course Materials:

1. *Microsoft Word 2002/Microsoft Excel 2002/Microsoft PowerPoint 2002/Microsoft Windows 2000* (Four individual books which will be sold bundled together), Course Technology, Shelly Cashman Series, Custom Edition, 2002.
2. Two high-density floppy diskettes.
3. Optional: Two folders with pockets for turning in work.

I. Week/Unit/Topic Basis:

Week	Topic
1	Windows 2000 – Project 1: Understanding PC Fundamentals, Using Windows and Using Basic E-Mail commands TEST 1 (Windows 2000 and Introduction to Computers)
2-4	Word 2002--Project 1: Starting Word; Creating and Editing a Word Document; Spell Checking a Document, Centering a Paragraph, Changing Fonts, Enhancing Text, Inserting Clip Art. (Lab Quiz optional)
5-6	Word 2002--Project 2: Creating a Research Paper using MLA documentation, Creating a Text Hyperlink; Sorting Paragraphs, Finding and Replacing Text. (Lab Quiz optional)
7-8	Word 2002--Project 3: Using Word's Resume Wizard to Create a Resume, Creating a Cover Letter with Table, Collecting and Pasting Text, Switching Among Word Documents, Using Tabs.

TEST 2 (Word--Projects 1-3)

- 9-10 Excel 2002--Project 1: Starting Excel; Creating and Editing a Worksheet, and creating a Column Chart (Lab Quiz optional)
- 11-12 Excel 2002--Project 2: Entering Formulas and Functions, Formatting Worksheets, and Creating Pie Charts.
Excel 2002—Project 3 (Optional)
TEST 3 (Excel--Projects 1-2)
- 13-15 PowerPoint 2002--Project 1: Starting PowerPoint, Using a Design Template and AutoLayouts to Create a Presentation
PowerPoint 2002--Project 2: Using Outline View and Clip Art to Create a Slide Show
TEST 4 (PowerPoint--Projects 1-2)
- 16 Final Exam--Student PowerPoint Presentations

II. Course Objectives*:

- A. Learn the terminology and concepts relevant to personal computing. I, III
- B. Use basic WINDOWS utilities such as multitasking; formatting and copying disks; copying and deleting files; and opening folders. I, III
- C. Use Microsoft Word operations to create, edit, enhance, and print documents. I, III, VI, X, XI
- D. Use Microsoft Excel to enter, calculate, and manipulate data in a worksheet. I, III, VI, XI
- E. Use Microsoft PowerPoint to produce informal graphical presentations. I, III, VI, X, XI

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

III. Instructional Processes*:

Students will:

1. Refine reading skills and expand vocabularies through completion of reading assignments. *Communication Outcome, Personal Development Outcome, Active Learning Strategy*
2. Use technology to promote objectives of the course; specifically, Microsoft Windows 2000, Word 2002, Excel 2002, and PowerPoint 2002. *Technological Literacy Outcome*
3. Develop spreadsheets and word processing problems based on real workplace situations. *Problem Solving and Decision Making Outcome, Numerical Literacy Outcome, Transitional Strategy*
4. Develop a professional-looking PowerPoint presentation and use oral communication skills to present the presentation. *Communication Outcome, Personal Development Outcome, Problem Solving and Decision Making Outcome; Transitional Strategy; Active Learning 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; 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 basic components of a microcomputer system. A
2. Identify applications and operating systems levels of software. A
3. Identify types of memory. A
4. Identify types of storage. A
5. Demonstrate ability to handle disks correctly. A
6. Identify hardware used for input, output, storage, and processing. A
7. Format a disk. A
8. Backup disks. A
9. Describe Microsoft Windows 2000 and user interface. B
10. Identify the objects on the Microsoft Windows 2000 desktop. B
11. Perform the basic mouse operations: point, click, right-click, drag, and right-drag. B
12. Open, maximize, minimize, restore, and close a Windows 2000 window. B
13. Resize and move a Windows 2000 window. B
14. Scroll in a Window. B
15. Understand keyboard shortcut notation. B
16. Start Microsoft Word. C
17. Identify the components of the Word screen. C
18. Change the default font size of text and enter text into a document. C
19. Spell check a document in Word. C
20. Save and print a document in Word. C
21. Select text, sentences, and paragraphs in Word and change the font; bold, underline or italicize the selected text. C
22. Drag and drop selected text. C
23. Center a paragraph in Word. C
24. Insert and resize a picture in Word. C
25. Correct errors in a Word document. C
26. Use Microsoft Word Help. C
27. Quit Microsoft Word. C
28. Identify the Word screen in different view. C
29. Replace selected text with new text in Word. C
30. Insert a line break in Word. C
31. Use AutoFormat as you type in Word. D

32. Use print preview to view and print a document. C
33. Explain the components of a business letter. C
34. Zoom a document. C
35. Create and insert an AutoText entry in Word. C
36. Format characters using shortcut keys in Word. C
37. Indent the left margin of a paragraph and indent paragraphs in Word. C
38. Run spell check and grammar check in a Word document at the same time. C
39. Switch from one open Word document to another and close all open documents. C
40. Describe the MLA documentation style for research papers. C
41. Change the margin settings in a Word document. C
42. Adjust line spacing in a Word document. C
43. Use a header to number pages of a Word document. C
44. Use Word's AutoCorrect feature. C
45. Insert a manual page break in Word. C
46. Create a hanging indent in Word. C
47. Create a text hyperlink in Word and display the Web site associated with a Hyperlink. C
48. Sort selected paragraphs in Word. C
49. Scroll by a page in Word. C
50. Find and replace text in Word. C
51. Use Word's thesaurus feature. C
52. Know the parts of the Excel worksheet and be able to efficiently access different features in the toolbar and menus. D
53. Enter text and numbers and then select and copy these cells. D
54. Use Auto Sum to sum a range of cells. D
55. Change the appearance of a cell by using bold, italics, different fonts and font sizes, colors, borders, shading. D
56. Center cell contents over a series of columns. D
57. Use AutoFormat. D
58. Create charts using the Chart Wizard. D
59. Save and print a worksheet. D
60. Open an existing worksheet, edit the worksheet, and save with a different name. D
61. Use online Help tools including the Office Assistant. D
62. Enter formulas using the keyboard and point mode. D

63. Identify arithmetic operators and correct order of mathematical operation. D
64. Apply the AVERAGE, MAX, and MIN functions. D
65. Format numbers for different types of use including Currency, Percentage, etc. D
66. Insert and delete columns and rows; change column width and row heights. D
67. Print partial worksheets, print formulas as text, change print orientation. D
68. Start a PowerPoint document; be able to describe the PowerPoint window. E
69. Select a design template and create a title slide. E
70. Enhance slides with font changes, italics and bold, bullets, alignment, line spacing. E
71. Save presentation; open and edit slides; view presentation in slide show view. E
72. Use Outline view to create a presentation. E
73. Change slide layout and move and copy text within slides. E
74. Insert clip art; add slide transition effects. E
75. Be familiar with animated text and clip art. E
76. Print presentations. E

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

V. Evaluation:

A. Testing Procedures:

Students are evaluated primarily on the basis of tests. Evaluations will consist of lab tests and/or objective tests. Lab tests will consist of exercises to complete on the computer. Objective tests may include any of the following types of questions: multiple-choice, true-false, and/or short answer. An objective test will be given over the Windows 2000 component of the course. Lab tests will be given over the Word, Excel, and PowerPoint components of the course. Objective tests over the Word, Excel and PowerPoint components of the course are optional.

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. This course is designed as an introductory course to personal computers, word processing, spreadsheets, and presentation software.

C. Field Work:

N/A

D. Other Evaluation Methods:

Quizzes (announced or unannounced) may be given. Selected daily work and/or homework may also be graded.

E. Grading Scale:

Grades for each component of the course will be weighted as follows:
10% of total grade--Windows and Basic Computer Terminology

40% of total grade--Word

30% of total grade--Excel

20% of total grade--PowerPoint

The final grade will be determined by adding each component's average based on the weighted percentage for each component as noted above.

A 93-100

B+ 90-92

B 85-89

C+ 80-84

C 75-79

D 70-74

F 69 or less

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.]

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 an examination or to assign an F in the course.

C. Other Policies:

1. In order for grades to be calculated, all assigned work must be submitted in a timely fashion. Assigned work must be turned in by date designated.
2. Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.