

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: Fall 04**

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 Course Materials:**

1. Word 2002 A Professional Approach-Core, Deborah Hinkle, Glencoe McGraw-Hill, 2002. (Required)
2. Word 2002 A Professional Approach-Expert, Deborah Hinkle, McGraw Hill, 2002. (Required)
3. License for SAM XP student testing, Course Technology, 2003. 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)
4. The Gregg Reference Manual, Ninth Edition, William A. Sabin, Glencoe McGraw-Hill, 2000 (optional).
5. Two or more 3.5" 1.44-mb diskettes or zip disk.

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	<i>Word 2002 Core Textbook</i> Review of Word 2002
2	Lesson 14—Styles Lesson 15—Templates and Wizards
3	Lesson 16—Graphics and Charts
4	Lesson 13—Columns

5-7	<i>Word Expert 2002 Textbook</i> Lesson 1—Shapes, Pictures, and Text Boxes Lesson 2—Introduction to Newsletter Layout
8	Lesson 3—Advanced Desktop Publishing
9	Midterm Application Test
10-11	Lesson 4—Fields Lesson 5—Electronic Forms
12	Lesson 6—Mail Merge
13-14	Lesson 8—Advanced Tables Lesson 9—Advanced Charts
15	Final Application Test

## II. Course Objectives\*:

- A. To review basic fundamentals of Microsoft Word concepts. I, III, VI, IX
- B. Become proficient in completing business documents using advanced features of Word. I, III, V, VI, IX, X, XI
- C. Provide the student with hands-on experience using realistic business documentation and strengthen the student's ability to proofread, prioritize tasks, and use decision-making skills. I, III, IV, V, VI, VIII, IX, X, XI

\*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, Word. *Technological Literacy Outcome*
2. Use Word's advanced commands to solve problems and make effective decisions in managing written documents. *Problem Solving and Decision Making Outcome*
3. Complete word processing problems based on real workplace situations. *Problem Solving and Decision Making Outcome*
4. Research a reference manual to find and correct formatting errors, grammar errors, and usage errors when inputting business reports, letters, or other business documents. *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. *Professional Development Outcome, Transitional Strategy and 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. Identify the windows screen. A
- 2.. Create, save, and print a document using Microsoft Word for Windows. A

- 3.. Efficiently use character, paragraph and page formatting Word commands to create business documents. A
4. Move the insertion point efficiently with mouse or cursor. A
5. Select text quickly with mouse or cursor. A
6. Use headers/footers, section breaks, and line and page break options to format multiple-page reports. A
7. Use column features, Microsoft draw, WordArt, graphics and borders to create newsletters. B,C
8. Create and modify styles and attach templates to documents using the Style gallery. B, C
9. Create multi-section layouts. B, C
10. Use Find and Replace for special characters and formats. B
11. Control text flow and character spacing. B
12. Use fields and electronic forms to create business documents. B, C
13. Use advanced Mail Merge features (special mail merge fields, use data from other programs, filter a data source and create a catalog document). B, C
14. Create and work with long tables. B, C
15. Create and work with multiple tables. B, C
16. Sort paragraphs, tables and lists. B
17. Create, edit and modify charts. B, 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, SAM tests and shortcut tests.

Timed application tests will be given on both the midterm exam and the final exam. The application tests will consist of problems similar to the exercises and unit applications in the textbook. Disks and printouts will be collected and graded on the application tests. The average of the two applications tests will count as 80 percent of the testing grade. A penalty of 10 percent of the total points possible will be deducted for every 15 minutes that a student goes over the allotted time for the midterm or final exam.

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 10 percent of the testing grade.

The shortcut tests will be given on both the midterm exam and final exam. The shortcut tests are written exams over shortcuts used in Word. The average of the two shortcut tests will count as 10% 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. There is basically no makeup for the midterm application test and/or final application test.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 30% of grade

Selected assigned application exercises to be completed in or out of class will be collected for grading. A point system of grading will be utilized for application work based upon the amount of work done and accuracy of work.

A penalty of 10 percent of the total points possible will be deducted for every 15 minutes that a student goes over the allotted time for graded exercises.

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**.

E. Grading Scale:

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.] (*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. 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.

#### 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*)