

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

**OFFICE INTEGRATION  
OST 2015**

**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:**

A study of the advanced features of Microsoft Office as used in business. Major emphasis will be on integration and streamlining of tasks of Microsoft Office applications.

**Entry Level Standards:**

Keyboard speed of 35 wpm (minimum)

**Prerequisites:**

OST 1006, 2006, 2621

**Corequisites:**

OST 2600

**Textbook(s) and Other Course Materials:**

1. *Microsoft Word 2002, A Professional Approach* (Expert Level), by Deborah Hinkle, Glencoe McGraw Hill Company, 2002.
2. *Integrated Computer Projects*, by Lloyd D. Brooks, EMC Paradigm, 2002.
3. *The Gregg Reference Manual*, Ninth Edition, William A. Sabin, Glencoe McGraw-Hill, 2000.
4. High-density diskettes or zip disk.

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

<b>Week</b>	<b>Topic</b>
1	Review of Word 2002; Lesson 7—Macros
2	Lesson 11—Outlines; Lesson 12—Indexes and Table of Contents
3	Lesson 13—Master Documents
4	Lesson 14—Revising Documents; Lesson 15—Hyperlinks and Web Pages
5-6	Review; Midterm Application Test
7-14	Integrated Computer Projects

**II. Course Objectives\*:**

- A. To review and reinforce basic and advanced 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. To review and reinforce basic Excel, PowerPoint and Access concepts. I, III, VI, IX
- D. Become proficient in using MS Office to integrate and complete business documents. I, III, V, VI, IX, X, XI
- E. Provide the student with hands-on experience using realistic business documentation and strengthen the student's ability to proofread, priorities tasks, and use decision-making skills. I, III, V, VI, IX, X, XI, XII

\*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, utilizing Microsoft Office. *Technological Literacy Outcome*
- 3. Use Word's advanced commands to solve problems and to make effective decisions in managing written documents. *Problem Solving and Decision Making Outcome*
- 4. Complete business documents using MS Office integration skills. *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. *Professional Development Outcome, Transitional Strategy and Active Learning Strategy*
- 6. Use e-mail to communicate with the instructor on class activities and assignments. *Technological Literacy Outcome*

\*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 word screen. A
- 2. Create, save and print documents 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, B

7. Use column features, Microsoft draw, WordArt, graphics and borders to create newsletters. A, B
8. Create and modify styles and attach templates to documents using the Style gallery. A, B
9. Create multi-section layouts. B, E
10. Use Find and Replace for special characters and formats. A
11. Control text flow and character spacing. A
12. Use fields and electronic forms to create business documents. B, E
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, E
14. Create and run macros. B
15. Create and work with long tables. B, E
16. Create and work with multiple tables. B, E
17. Sort paragraphs, tables and lists. B
18. Create, edit and modify charts. B, E
19. Identify, format, compile, edit and update an index. B, E
20. Create, format, edit and update a Table of Contents. B, E
21. Create and share master documents. B, E
22. Edit, move, split, and merge subdocuments. B, E
23. Create, edit, and format Excel spreadsheets. C
24. Utilize functions and formulas to create business spreadsheets. C, E
25. Print spreadsheets with headers and footers. C
26. Perform What-If alternatives. C, E
27. Create, edit and enhance the appearance of charts. C
28. Use PowerPoint views, commands, wizards, layouts, templates and slide master. C
29. Create presentations with text animation and transitions. C,E
30. Run a slide show. C
31. Save a database, edit a database, and retrieve selected data from a database. C
32. Create, save and open a query and perform query calculations C, E
33. Design and create a custom report and modify report controls and properties. C, E
34. Use Microsoft Office integration skills to prepare business documents. D, E
35. Use problem-solving skills when performing integration tasks to complete business

documents. D, E

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

## **V. Evaluation:**

### A. Testing Procedures: 60 percent

Evaluations will consist of application tests and shortcut tests.

Timed application tests will be given on both the midterm exam and the final exam. The average of these two application tests will account for 90 percent of the testing grade. Disks and printouts will be collected and graded on these two tests. A penalty of 5 percent of the total points will be deducted for every 15 minutes that a student goes over the allotted time for the midterm or final exam.

Shortcut tests will be given on both the midterm exam and the final exam. These tests will be averaged and will account for 10 percent of the testing grade.

### 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. Field Work:

N/A

### D. Other Evaluation Methods: 40 percent

(Homework, Graded Exercises, Quizzes, Integrated Projects)

Selected assigned application exercises 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. Homework, graded exercises and quizzes will account for 45 percent of the other evaluation methods.

Integrated projects will consist of business problems that will utilize Microsoft Office. Integrated projects will account for 55 percent of the other evaluation methods.

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	0 - 69

## **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 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:

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. 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 2810 (Creating Web Pages), 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.

**MAKEUP POLICY:** If you miss the midterm or final exam, you will receive a zero for that exam.