Catalog Course Description:

Advanced 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 Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required.

Entry Level Standards:

Basic computer operation knowledge and ability to use the Internet.

Prerequisite:

OST 1001 or equivalent

Textbook(s) and Other Course Materials:

- License for SAM 2003 ASSESSMENT and TRAINING. You will purchase this license ONCE. The license contains a key code that can be used to access the SAM 2003 Assessment and Training software. The key code is good as long as you are a student at PSTCC and take courses that require SAM 2003 Assessment and Training for Office 2003.
- Microsoft Word 2003 Comprehensive Concepts and Techniques; Shelly, Cashman, Vermaat, Course Technology, 2006. This book will also be used in OST 1001—Word I 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.)

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1-2</td>
<td>WebCT Site Quiz, &quot;Are You Ready for Online Learning?&quot; survey, SAM 2003 TRAINING tutorial for Project 4, and Project 4 in textbook Complete the WebCT Site quiz and the &quot;Are Your Ready for Online Learning?&quot;</td>
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survey. Install the SAM 2003 software to your home computer and complete the training tutorial for Project 4. Read and complete assignments for Project 4 in textbook.--assignments are listed on the class map.

3-4 SAM 2003 TRAINING tutorial for Project 5 and Project 5 in textbook
Complete the training tutorial for Project 5. Read and complete assignments for Project 5 in textbook--assignments are listed on the class map

5-6 SAM 2003 TRAINING tutorial for Project 6 and Project 6 in textbook
Complete the training tutorial for Project 6. Read and complete assignments for Project 6 in textbook--assignments are listed on the class map.

7 Take the SAM ASSESSMENT test at the Main Campus Testing Center over Projects 4, 5, and 6. Be sure to take the sample SAM test BEFORE you take the SAM ASSESSMENT test.

II. Course Objectives*:

A. Demonstrate intermediate features of Microsoft Windows and Microsoft Word. I, III, VI, XII
B. Apply intermediate Word formats. I, III, VI, IX, X
C. Create charts and manipulate graphics and WordArt. I, III, VI, IX, 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 Windows operating system, the Internet, email, and word processing applications. Technological Literacy Outcome

2. Use email to communicate problems, questions, and issues to instructor. Communications Outcome

3. Use 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

4. Use the skills and applications taught in the SAM 2003 TRAINING 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. Copy and move files and folders. A
5. Checking for errors. A
6. Use plug and play. A
7. Customize the toolbar. A
8. Insert a Word document into an open document. A
9. Create, format, and modify tables, charts, and watermarks. A, B, C
10. Download and format graphics from web. A, B, C
11. Center text vertically on page. A, B
12. Insert section and column breaks. A, B
13. Create header different from a previous header. A, B
14. Generate form letters, mailing labels, and envelopes. A, B
15. Use a template to create a letter. A, B
16. Sort a data source. A, B
17. Use an IF field and insert a Fill-in field in main document.
18. Format text using intermediate columns. A, B
19. Create professional newsletters. A, B
20. Create and format WordArt. A, B, C
21. Use shading and borders. A, B
22. Use character formatting such as drop cap, character spacing, highlighting text, etc.
23. Insert a text box. A, B

*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 SAM 2003 TRAINING tutorials over Projects 4, 5, and 6. In order to receive 100 percent for the SAM 2003 training tutorial grade, you must complete the
tutorials for Projects 4, 5, and 6 in their entirety. The SAM 2003 TRAINING tutorials can be completed on your home computer or any computer with internet access. This training will count as 30 percent of the total grade for the course.

(2) One SAM ASSESSMENT test over Projects 4, 5, and 6 in textbook which MUST be taken at the Main Campus Testing Center. This test will count as 60 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 - Successful completion and submission of the "Am I Ready for Online Learning?" online survey.
5 percent - Successful completion and grade on WebCT Site Quiz.

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B+</td>
<td>90-92</td>
</tr>
<tr>
<td>B</td>
<td>85-89</td>
</tr>
<tr>
<td>C+</td>
<td>80-84</td>
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<tr>
<td>C</td>
<td>75-79</td>
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<tr>
<td>D</td>
<td>70-74</td>
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<tr>
<td>F</td>
<td>69 and below</td>
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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 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 accommodations 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. Please see the instructor privately after
class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751 (Voice/TTY) or 539-7153.

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.

C. 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:
1. Windows 2000 or higher
2. MS Office 2003 Professional
3. SAM 2003 TRAINING

Where do I begin?
1. Once you have your supplies, hardware/software setup, you should go to http://webct.pstcc.edu
2. Click on Login to My WebCT.
3. Click on OST 1002 WW1 Word II CBT, go to Course Information, and read the information carefully. To prepare for the WebCT Site quiz, review the information given under each icon. The WebCT site quiz tests your knowledge about this information.
4. Print the Class Map for Word II found under the icon Class Maps and Due Dates. This Class Map will guide you through the course. (The Class Map gives detailed information about tutorials, assignments, and testing.)

Course structure:
OST 1001 and OST 1002 (Word I-II) provide you the opportunity to many of the skills required for the Microsoft Office Specialist Certification for Word. (See Appendix E in your textbook.)