PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

WORD
OST 1005

Class Hours: 3.0 Credit Hours: 3.0
Laboratory Hours: 0.0 Revised: Spring 07

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:

Keyboarding speed of 28 wpm (minimum) and basic knowledge of a personal computer and its operation including use of the mouse.

Prerequisite:

OST 1100 or equivalent

Textbook(s) and Other Course Materials:

2. 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. (Required)
3. Packet of OST 1005 handouts (Required). Available at PSTCC bookstore.
5. Two high-density 3.5” 1.44-mb diskettes or jump drive.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction of Microsoft Windows XP</td>
</tr>
<tr>
<td>2</td>
<td>Lesson 1-Creating a Document</td>
</tr>
<tr>
<td>3</td>
<td>Lesson 2-Selecting and Editing Text</td>
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</tbody>
</table>
II. Course Objectives*:

A. To demonstrate basic fundamentals of Microsoft XP concepts and Microsoft Word 2003 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 XP and Word 2003. 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. Active Learning Strategies

3. Complete business documents and word processing problems based on real workplace situations. Active Learning Strategies

4. Research a reference manual to find and correct formatting errors, grammar errors, and usage errors when inputting business reports, letters, and memorandums. Technological Literacy Outcomes
5. Internalize the work ethic by regularly attending class, being punctual, being dependable, and acting in a professional manner while in class. *Transitional Strategy, 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. 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

Evaluation will consist of application tests and tests using the SAM 2003 ASSESSMENT 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 will be collected and graded on these two tests. The average of these two application tests will count as 45 percent of the total grade.

Tests using the SAM 2003 ASSESSMENT testing software will consist of individual tasks completed on the computer. Two tests using the SAM 2003 ASSESSMENT testing software will be given. The average of these tests will count as 25 percent of the total grade.

MAKEUP POLICY: If you miss a SAM 2003 ASSESSMENT test, you will take a comprehensive SAM 2003 ASSESSMENT 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 2003 ASSESSMENT 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:

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. Homework must be completed in its entirety and will not be accepted after the due date.

In-class graded exercises consisting of application exercises similar to those in the text will be given. These in-class graded exercises will be worth between 15 to 75 points. If you miss an in-class graded exercise, the grade on the final exam will replace that grade. Only one in-class graded exercise can be made up in this manner. Other missed graded exercises will count as zeros.

Quizzes covering the material in the textbook will be given. Quizzes cannot be made up; however, the lowest quiz grade will be dropped.

D. Grading Scale:

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<thead>
<tr>
<th>OST Departmental Percentage Scale</th>
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</thead>
<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>
</tr>
<tr>
<td>C</td>
<td>75 - 79</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 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 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. Other Policies:

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.