Class Hours: 1.0  Credit Hours: 1.0
Laboratory Hours: 0.0  Revised: Fall 06

Catalog Course Description:
Emphasis is on editing text and formatting a multi-page research paper or business report. Headers/footers, styles, page numbering, tables, page and section breaks, and basic graphics will be included.

Entry Level Standards:
Keyboarding skill of 28 wpm; basic knowledge of Word 2003.

Prerequisites:
OST 1211 or equivalent.

Textbook(s) and Other Course Materials:
TBD

I. Week/Unit/Topic Basis:

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<th>Week</th>
<th>Topic</th>
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| 1    | Review of Word 2003 Basic Features  
Creating a document  
Editing (copy/paste/spell check/thesaurus)  
File Management  
ASSESSMENT -- Online Quiz |
| 2    | Fonts and text enhancement  
Line and paragraph spacing  
Tabs and Indents  
Bullets and numbering  
Borders and shading  
ASSESSMENT -- Online Quiz |
| 3    | Margins, Pages, Sections  
Page and Section Breaks  
Page Numbers  
ASSESSMENT -- Online Quiz |
| 4    | Headers and Footers |
II. Course Objectives*:

A. Correctly format lengthy documents with the use of page and section breaks, styles, customized bullets and numbering, tabs and indenting. (I, V, IX)

B. Enhance research papers with the use of basic graphics, endnotes, footnotes, works cited and cover pages. (I, III, V)

C. Demonstrate ability to use advanced features of Microsoft Word. (I, III)

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

III. Instructional Processes*:

Students will:

1. Use technology to promote objectives of the course; specifically, Microsoft Word 2003. *Technological Literacy Outcome*

2. Format a research paper according to MLA standards, based on requirements for college classes. *Active Learning Strategies, Technological Literacy Outcome*

3. Format lengthy business documents using office standards for mailability. *Active Learning Strategies, Technological Literacy Outcome*

*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening general education knowledge and skills, connecting course work 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. Review and identify the components of the Word screen. (A)

2. Use Spell Check and Thesaurus. (A)

3. Change font sizes. (A)

4. Cut, copy, and paste selected text. (A)

5. Center paragraphs and title pages. (A)

6. Replace selected text with new text. (A)

7. Use Auto Text and Auto Correct. (A, C)

8. Use print preview to view and print a document. (A, C)
9. Utilize the MLA documentation style for research papers. (B)
10. Create endnotes and footnotes. (A, B)
11. Create title pages and works cited pages (A, B)
12. Change the margin settings and line and paragraph spacing. (A, B, C)
13. Use a header to number pages of a Word document. (A, B, C)
14. Create page and section breaks. (A, B, C)
15. Create a hanging indent. (A, B, C)
16. Modify tab settings (A, B, C)
17. Sort selected paragraphs. (A, C)
18. Add basic graphics to documents. (A, C)
19. Identify and use styles. (A, B, C)
20. Use bullets and numbering. (A, C)
21. Create borders and shading. (A, C)
22. Organize data files produced in class. (B, C)

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

V. Evaluation:

A. Testing Procedures:

   Evaluations will consist of online quizzes (multiple choice, true/false, short-answer) and a multi-page document project that will be formatted.

B. Laboratory Expectations:

   This college-level course is structured as an online course. Open labs are available at all campuses. Check posted hours.

C. Field Work:

   N/A

D. Other Evaluation Methods:

   N/A

E. Grading Scale:

   This is a Pass/No Pass course. Grades for each component of the course will be weighted as follows:
   20 percent of total grade—Online quizzes
   80 percent of total grade—Formatting documents
**Grading Standards:**
The student will need to make an average of 75 percent by the end of the course in order to receive a grade of Pass.

**VI. Policies:**

A. Attendance Policy:

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:

Academic and Classroom Misconduct: 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. 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.