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 creating and utilizing styles, working with electronic forms, generating diagrams and charts, and utilizing desktop publishing concepts and features. Major emphasis will be placed on working efficiently in creating and editing Word documents.

Entry Level Standards:

Keyboarding speed of 35 wpm or better

Prerequisite:

OST 1005

Textbook(s) and Other Course Materials:

2. License for SAM 2003 ASSESSMENT and TRAINING, Course Technology, 2005. (Required) 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. IMPORTANT: KEEP THIS KEY CODE IN A SAFE PLACE.
4. Two or more 3.5" 1.44-mb diskettes or jump drives.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review of Word 2002</td>
</tr>
<tr>
<td>2</td>
<td>Lesson 14 – Columns</td>
</tr>
</tbody>
</table>
Lesson 15 - Advanced Tables

3-4 Lesson 16 – Styles
Lesson 17 - Templates and Wizards

5 Lesson 19 - Graphics

6-7 Lesson 20 - Desktop Publishing

8 Midterm Application Test

9 Lesson 21 - Diagrams and Charts

10 Lesson 22 - Web Pages and XML

11-12 Lesson 23 - Fields
Lesson 24 - Electronic Forms

13 Lesson 18 - Mail Merge

14-15 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. (Active Learning Strategy)

3. Complete word processing problems based on real workplace situations. (Active Learning Strategy)

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. (Technological Literacy Outcome)

5. Internalize the work ethic by regularly attending class, being punctual, being dependable and acting in a professional manner while in class. (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
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 2003 Assessment 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 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 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 percent 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:

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: 30% of grade

Selected application exercises will be assigned as homework. Homework will not be accepted after due date.

Homework 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 Homework Application exercises.

A late penalty will be assessed on Homework Application Exercises turned in after the due date. Five 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.

Quizzes covering textbook material and shortcuts for Word will be given throughout the semester.

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 or less</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. 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.

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.