PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

DOCUMENT DESIGN AND EDITING
OST 2120

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Revised: Fall 06

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 application-oriented course that includes designing and editing a variety of complex business documents, with emphasis on decision making and problem solving based on document design principles and mailability standards.

Entry Level Standards:
Final grade of C or better in OST 1105 (preferred)

Prerequisite:
OST 1005

Textbook(s) and Other Course Materials:


One flash/thumb drive (128 MB minimum) and a two pocket folder.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Email; Install Software; Timed Writings; Microsoft Word Review</td>
</tr>
<tr>
<td>2-3</td>
<td>Medical Office Documents; GDP Lessons 80-84; KeyChamp Sessions (Six TBA)</td>
</tr>
<tr>
<td>4-5</td>
<td>Legal Office Documents; GDP Lessons 85-89; KeyChamp Sessions (Six TBA)</td>
</tr>
<tr>
<td>6</td>
<td>Design Principles; guest speaker and field trip; GDP Lessons 90-94; KeyChamp Sessions (Three TBA)</td>
</tr>
<tr>
<td>7-9</td>
<td>Office Simulations begin. Graphic Enhancements: Newsletters with Columns and Graphics, Announcements, News Releases, Letterheads; GDP Lessons 95-99; KeyChamp Sessions (Six TBA)</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Increase keyboarding speed and accuracy. (II)
B. Design and edit a variety of complex business documents, using Microsoft Word. (I, III, V)
C. Develop critical thinking skills while producing mailable business documents in a simulated office setting. (I, III, V, VIII, IX, XI)
D. Develop time management skills by setting objectives, organizing, prioritizing and scheduling activities and practice. (VIII, X)
E. Analyze personal learning needs, set performance goals, and implement strategies to meet those goals. (VI, VIII, X, XI)

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

III. Instructional Processes*:

Students will:

1. Create documents used in a variety of business offices. Technological Literacy Outcome
2. Learn and apply standard design principles. Humanities/Fine Arts Outcome
3. Work in a group setting office simulation to develop prioritization and problem solving skills. Communication Outcome, Active Learning Outcome
4. Work independently and follow verbal and written instructions with a minimum of supervision. Active Learning Outcome
5. Use keyboarding software to increase speed and accuracy. Technological Literacy Outcome

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Increase keyboarding speed and accuracy through use of keyboarding software. (A)
2. Identify acceptable document layouts. (B)
3. Design complex business documents. (B)
4. Develop decision-making and problem-solving skills. (C)
5. Proofread and revise documents as instructed. (A, D)
6. Use the capabilities of advanced software features. (A)
7. Participate in office simulations to develop teamwork skills.(C)

8. Learn to locate and use resources for style, design, and content.(B)

9. Become proficient in using software online help. (A)

10. Learn and implement document design principles.(B)

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

V. Evaluation:

A. Testing Procedures:

40% - Application Tests. Application tests will be given to assess the student's ability to correctly design and edit business documents covered in the course.

30% - Assignments. Students will apply skills gained from previous keyboarding and word processing classes to create, format, and edit business documents used in a variety of business offices.

30% - Speed and Accuracy. Five-minute timed writings will be given. The AVERAGE of the top three writings will be taken at the end of the term to determine the semester speed and accuracy grade.

Five-Minute Speed and Accuracy Scale
(by end of semester)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Gross WPM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>55</td>
</tr>
<tr>
<td>B+</td>
<td>53-54</td>
</tr>
<tr>
<td>B</td>
<td>50-52</td>
</tr>
<tr>
<td>C+</td>
<td>48-49</td>
</tr>
<tr>
<td>C</td>
<td>45-47</td>
</tr>
<tr>
<td>D</td>
<td>40-44</td>
</tr>
<tr>
<td>F</td>
<td>&lt;40</td>
</tr>
</tbody>
</table>

Errors
0- 5 errors, no penalty
6- 10 errors, drop one letter grade
11 errors or more, not considered

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. Grading Standards:

At the end of the semester the final grade will be based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</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>
</tbody>
</table>
It is strongly recommended that OST majors have a final grade of C (75 percent) or better before enrolling in OST 2300.

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 the 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.

Proficiency Credit by Examination:
A student with a minimum GPA of 2.5 may apply for credit by examination for any college-level course at Pellissippi State on the basis of past experience or training. The student’s application for credit by examination must be approved by the department head and the vice president of Academic & Student Affairs. The OST Program will administer ALL credit-by-examination tests on the second Saturday of the semester. A student must pass the credit by examination with a grade of "C" (75%) or better.