

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**WORD I CBT
OST 1001**

Class Hours: 0.0

Credit Hours: 1.0

Laboratory Hours: 3.0

Date Revised: Spring 2010

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

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

Entry Level Standards:

Basic knowledge of a personal computer and its operation.

Prerequisite:

OST 1100—Keyboarding or equivalent

Textbook(s) and Other Course Materials:

Microsoft Word 2007 Introductory Concepts and Techniques; Shelly, Cashman, Vermaat, Course Technology, 2008. ISBN 1-4188-4336-9. [Note: If you are also enrolled in OST 1002-Word II or plan to take OST 1002, get the *Microsoft Office Word 2007 Complete Concepts and Techniques* textbook which is the required text for both OST 1001 and 1002 and has all lessons for both classes. If you are only taking OST 1001, then purchase the *Introductory Concepts and Techniques*.]

SAM 2007 Assessment and Projects 5.0, published by Course Technology/Cengage, January 2010 edition key code required, ISBN 0-5387-43034. If you purchased SAM 2007 for another computer course, you DO NOT have to purchase it again. Your license is still current and active.

IMPORTANT NOTE: This license will include your login ID number. You will use this number the first time you login to the SAM software. Once the login number has been used, it is associated with your account and cannot be used by another student.

I. Week/Unit/Topic Basis:

(See **Where Do I Begin?** section at end of this syllabus for detailed instructions on accessing tutorials, textbook assignments, and testing structure.)

Week Topic

- 1 **Introduction Assignment and Online Entrance Exam**
Complete and post your Introduction Assignment as directed under Getting Started in D2L. Download and install files necessary to complete textbook chapters. Complete Online Entrance Exam in D2L.
- 2-3 **Complete Word Chapter 1 (in textbook)**
Introduction to work processing; starting and quitting Word 2007; entering text; check spelling as you type; formatting text and paragraphs; inserting clip art; entering and changing text; opening, printing and saving a document; using Word Help. Complete SAM Project for Shelly Cashmann, Word Chapter 1, Lab 1; and SAM 2007 Word Chapter 1 Quiz
- 4-6 **Complete Chapter 2 (in textbook)**
Creating a research paper using MLA documentation style; change margins and line spacing; creating headers and footers; modifying paragraph indentations; adding footnotes to a document; create and modify styles; creating page breaks; create a bibliographical list of sources; move text; find and replace text; using the Research task pane to locate information. Complete SAM Project for Shelly Cashmann, Word Chapter 2, Lab 1; and SAM 2007 Word Chapter 2 Quiz.
- 7-9 **Complete Chapter 3 (in textbook)**
Create a resume using a resume wizard; set and use tab stops; copy and paste using the Office Clipboard; add and remove character and paragraph formatting; identify the components of and create a business letter; create and insert a building block; create and format a Word table; sort a list; address and print an envelope. Complete SAM Project for Shelly Cashmann, Word Chapter 3, Lab 1; and SAM 2007 Word Chapter 3 Quiz.
- 10 Prepare for Word 2007 Application Test over Chapters 1-3. Complete Word Practice Exam.
- 11 **Word 2007—Application Test over Chapters 1-3**
- 12-13 Prepare for Online Exit Exam.
- 14 **Complete the Online Exit Exam in D2L**

II. Course Objectives*:

- A. Demonstrate basic fundamentals of Microsoft Windows, Microsoft Word and personal computer concepts. (I, III, VI, X)
- B. Understand the basic terminology and concepts of word processing. (I, III, VI, IX, X)
- C. Use basic and intermediate Word features. (I, III, VI, XI, X)
- D. Demonstrate proficiency using realistic word processing applications and strengthen ability to proofread, explore associated word processing concepts, and use decision-making skills. (I, VIII, IX, X, XI)

*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, Internet, email, and word processing applications. *Technological Literacy Outcome*
2. Use email to communicate problems, questions, and issues to instructor. *Communications Outcome*
3. Using 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 textbook in actual work required in exercises that simulate real-world applications. *Transitional Strategy*
5. Download files from the Web and install the files 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. Understand keyboard shortcut notation. A
5. Start an application program in Windows XP or higher. A,C
6. Identify the components of the Word screen. A,B,C
7. Change the default font size of text and enter text into a document. A,B,C
8. Run spell check and grammar check a document in Word. A,B,C
9. Create, edit, save, and print a document in Word. A,B,C
10. Use paragraph formatting (aligning, indenting, using bullets, adding borders). A,B,C
11. Use character formatting commands (bold, italic, underline, double underline, small caps, all caps, etc.). B,C
12. Use page formatting commands (page margins, page breaks, page numbering, vertical alignment, etc.). B,C
13. Collect and paste using the clipboard. A,B,C

14. Insert, resize, and move a clip and/or picture in Word. A,B,C
15. Use Microsoft Word Help. A,B,C
16. Use print preview to view and print a document. A,B,C
17. Create a report using MLA documentation style. A,B,C
18. Create and modify styles in Word. A,B,C
19. Insert headers in documents. A,B,C
20. Create a text hyperlink in Word and display the Web site associated with a Hyperlink. A,B,C
21. Sort selected paragraphs in Word. A,B,C
22. Find and replace text in Word. A,B,C
23. Use Word's thesaurus feature. A,B,C
24. Set and manipulate tabs. B,C
25. Work with multiple document windows. A,C
26. Use templates and wizards to create documents. A,B,C
27. Create and edit tables. C
28. Create and properly format a business letter. (A, B, C, D)

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

V. Evaluation:

A. Testing Procedures: 70% of grade

One exam will be given in this course for grade determination:

Application Exam over Word Chapters 1-3. This exam will consist of several problems in which students will create various business and academic documents using the Word features presented in the text. This exam will count as 70 percent of the total grade for the course.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 30Percent

20 percent—Three labs will be completed using SAM Projects. Each lab can be submitted twice to the SAM 2007 Web site. The highest of the two grades will be recorded. After having submitted and received feedback on each lab, each student will complete an online quiz over each chapter using SAM 2007. The quiz will consist of tasks and theory questions and can be taken only one time. **No late work will be accepted** after due date and a grade of zero will be recorded for unsubmitted labs and quizzes. Be sure to check course calendar for designated due dates.

10 percent - Successful completion and posting of the Introduction assignment in D2L by designated due date. Online Entrance Exam and Exit Exam grades completed by due dates.

E. Grading Scale:

A	93-100
B+	90-92
B	85-89
C+	80-84
C	75-79
D	70-74
F	69 and below

VI. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Learning, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Learning. . (*Pellissippi State Online Catalog*)

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. . (*Pellissippi State Online Catalog*)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his 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 134 or 126 or by phone: 694-6751(Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.

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. . (Pellissippi State Online Catalog)

E. Other

Where Do I Begin?

1. Once you have your textbook, supplies, and hardware/software setup, you should go to <http://www.pstcc.edu/online>
2. Click on the **Log –In** button and login to “D2L”
3. Enter your username and password
4. Scroll to My Pellissippi State Community College Courses to find your Web courses and click on **OST 1001—Word I**.
5. Click on Course Content and begin with the **Getting Started** module.

Resources That Will Be Used:

- Personal computer using the Internet to deliver the course. You will need your own Internet Service Provider for access to the Internet.
- Student Data Files for use with your textbook. These can be downloaded free via the Web at <http://www.scsite.com>
- SAM 2007 Assessment and Projects 4.0
- Applications software. You will need to have the following software packages installed on your computer to complete the course:
 - Windows XP or higher
 - An Internet browser. Internet Explorer (browser software--free to students). You must download it from the WWW or get it through your ISP. Minimum browser requirements: See <http://www.pstcc.edu/online/specs.html>.
 - Microsoft Office 2007 Professional. (As a registered student, you can use the open computer labs at PSTCC if you do not have this software.)