

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**WORD II CBT
OST 1002**

Class Hours: 0.0

Credit Hours: 1.0

Laboratory Hours: 3.0

Revised: Fall 09

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Advanced 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 computer operation knowledge and ability to use the Internet.

Prerequisite:

OST 1001—Word I CBT or equivalent

Textbook(s) and Other Course Materials:

- **Microsoft Word 2007 Complete Concepts and Techniques;** Shelly, Cashman, Vermaat, Course Technology, 2007.
- **License for SAM 2007 ASSESSMENT and TRAINING.** You will purchase this license ONCE. The license contains a key code that can be used to access the SAM 2007 Assessment and Training software. The key code is good as long as you are a student at PSTCC and take courses that require SAM 2007 Assessment and Training for Office 2007.

I. Week/Unit/Topic Basis: (Tentative Schedule)

You can take the entire semester to complete this course as listed below. However, if you are taking more than one CBT course, the suggested timeline would be a 7 week schedule which is outlined in the Class Map. You can complete the course in seven weeks and then complete a second CBT course during the second seven weeks. If you are taking three CBT courses, you will either need to complete a course in less than seven weeks or work on two courses at the same time. **(To complete two or three courses in one semester, it is imperative that you budget your time accordingly.)**

Week	Topic
1-4	<p>Email Assignment, SAM 2007 TRAINING tutorial for Chapter 4, and Chapter 4 in textbook</p> <p>Complete the Email assignment as directed under Getting Started. Install the SAM 2007 software to your home computer and complete the SAM 2007 TRAINING tutorial for Chapter 1. Read and complete assignments for Chapter 1 in textbook as listed on Class Map.</p>

- 5-8 **SAM 2007 TRAINING tutorial for Project 5 and Project 5 in textbook**
Complete the training tutorial for Project 5. Read and complete assignments for Project 5 in textbook as listed on Class Map.
- 9-12 **SAM 2007 TRAINING tutorial for Project 6 and Project 6 in textbook and Integration Feature in textbook**
Complete the training tutorial for Project 6. Read and complete assignments for Project 6 and Integration Feature in textbook as listed on Class Map.
- 13-14 ***Take the SAM ASSESSMENT test at the Main Campus Testing Center over Projects 4, 5, 6, and Integration Feature. Be sure to take the sample SAM test BEFORE you take the SAM ASSESSMENT test.***

II. Course Objectives*:

- A. Demonstrate intermediate features of Microsoft Windows and Microsoft Word. I, III, VI, XII
- B. Apply intermediate Word formats. I, III, VI, IX, X
- C. Create charts and manipulate graphics and WordArt. I, III, VI, IX, X.

*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, the Internet, email, and word processing applications. *Technological Literacy Outcome*
2. Use email to communicate problems, questions, and issues to instructor. *Communications Outcome*
3. Use 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 SAM2007 TRAINING tutorials in actual work required in exercises that simulate real-world applications. *Transitional Strategy*
5. Download applications from the Web and install the applications on the student's personal computer to complete research activities required in exercises. *Active Learning Strategy*

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. Copy and move files and folders. (A)
5. Check for errors. (A)
6. Insert a Word document into an open document. (A)
7. Create, format, and modify tables, charts, and watermarks. (A, B, C)
8. Download and format graphics from web. (A, B, C)
9. Center text vertically on page. (A, B)
10. Insert section and column breaks. (A, B)
11. Create header different from a previous header. (A, B)
12. Generate form letters, mailing labels, and envelopes. (A, B)
13. Use a template to create a letter. (A, B)
14. Sort a data source. (A, B)
15. Use an IF field and insert a Fill-in field in main document.
16. Format text using intermediate columns. (A,B)
17. Create professional newsletters. (A,B)
18. Create and format WordArt. (A, B, C)
19. Use shading and borders. (A, B)
20. Use character formatting such as drop cap, character spacing, highlighting text, etc.
21. Insert a text box. (A, B)

V. Evaluation:

A. Testing Procedures:

Testing Procedures: 90 Percent Tests/Tutorials:

Two types of evaluation will be given in this course for grade determination:

- (1) Completion of SAM 2007 TRAINING tutorials over Projects 4, 5, and 6. In order to receive 100 percent for the SAM 2007 training tutorial grade, you must complete the tutorials for Projects 4, 5, and 5 in their entirety. The SAM 2007 TRAINING tutorials can be completed on your home computer or any computer with internet access. This training will count as 30 percent of the total grade for the course.
- (2) One SAM ASSESSMENT application and theory test over Projects 4, 5, 6, and Integration Feature in textbook which MUST be taken at the Main Campus Testing Center. This test will count as 60 percent of the total grade for the course.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

- 5 percent—successful completion and submission of the Email assignment.
- 5 percent—Correspondence with instructor in D2L email throughout semester and successful download of necessary files and programs for coursework.

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:

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. 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*)

C. Other

A. Technology requirements:

You need to know how to use your computer and how to use the internet:

To complete this course, the following hardware/browser/software are recommended: (As a registered student, you can use the open computer labs at PSTCC.)

Minimum hardware requirements:

See <http://www.microsoft.com/office/evaluation/sysreqs.asp>

Minimum browser requirements:

See <http://www.pstcc.edu/online/specs.html>

Minimum software requirements:

1. Windows XP or higher
2. MS Office 2007 Professional
3. SAM 2007 TRAINING