WORD
OST 1005

Class Hours: 3.0   **Credit Hours: 3.0**

Laboratory Hours: 0.0   **Revised: Fall 09**

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 introduction to the popular Windows word-processing program, Word. Emphasis is on efficient use of Microsoft Word features to create documents using the Microsoft Word For Windows software. Timed theory/production tests will be included.

Entry Level Standards:

Keyboarding speed of 28 wam (minimum) and basic knowledge of a personal computer and its operation including use of the mouse.

Prerequisite:

OST 1100 or equivalent

Textbook(s) and Other Course Materials:

Microsoft Word 2007: A Professional Approach, Comprehensive, by Deborah Hinkle, The McGraw-Hill Companies, Inc., 2007. (Required)
The Gregg Reference Manual, Tenth Edition, by William A. Sabin, Glencoe McGraw-Hill Companies, Inc., 2005. (Optional)
FLASH drive or two **high-density** 3.5" 1.44-mb diskettes (Required)

I. Week/Unit/Topic Basis:

Week	Topic
1	Introduction to course Introduction to computers and Windows XP – Review handouts.
2	Lesson 1—Creating a Document
3	Lesson 2—Selecting and Editing Text Lesson 3—Formatting Characters
4	Lesson 4—Writing Tools
5	Application Test 1

6	Lesson 5—Formatting Paragraphs
7	Lesson 6—Tabs and Tabbed Columns
8	Lesson 7—Moving and Copying Text Lesson 8—Find and Replace
9	Application Test 2
10	Lesson 9—Margins and Printing Option Lesson 10—Page and Section Breaks
11-12	Lesson 11—Page Numbers, Headers, and Footers Also Report Formatting will be covered using handouts. Application Test 3
13-14	Lesson 14—Tables Lesson 20—Mail Merge through page 649; omit pages 650 through 657, but complete exercise 20-14 on pages 657 through 658.
15	Application Test 4

II. Course Objectives*:

A. To demonstrate basic fundamentals of Microsoft Windows XP concepts and Microsoft Word 2007 concepts. (I, II, III, VI, IX)

B. To learn basic Word operations to efficiently create, edit, enhance, and print documents. (I, II, III, VI, IX)

C. To introduce the student to the more advanced concepts of word processing using advanced formatting features of Word. (I, II, III, VI, IX)

*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, Windows XP and Word 2007. (*Technological Literacy Outcome)*

2. Utilize Word's formatting commands (character, paragraph, and page) to solve problems and to make effective decisions in managing written documents. (*Active Learning Strategies*)

3. Complete business documents and word processing problems based on real workplace situations. (*Active Learning Strategies*)

4. Research a reference manual to find and correct formatting errors, grammar errors, and usage errors when inputting business reports, letters, and memorandums. (*Technological Literacy Outcomes*)

5. Internalize the work ethic by regularly attending class, being punctual, being dependable, and acting in a professional manner while in class. (*Transitional Strategy, 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. Identify and utilize the My Computer features to work with disks and files. A

3. Copy, delete and move files. A

4. Identify the word screen. A

5. Identify parts of the word screen. A

6. Create and edit a document. B

7. Save and print a document. B

8. Insert and delete text, move insertion point with keyboard and mouse, and use the undo and redo buttons. B

9. Use character formatting commands (bold, italic, underline, double underline, small caps, and all caps). B

10. Use paragraph formatting commands (alignment, line spacing and indenting paragraphs) B

11. Use Spelling and Thesaurus. B

12. Change fonts, format with the Format Painter and insert special symbols. B

13. Use page formatting commands (page margins, page breaks, section breaks, and page numbering). B

14. Set and manipulate tabs. B

15. Move, copy, and paste text. B

16. Format with special features (AutoText, drop capital letters, nonbreaking space, date and time and wizards and templates). B

17. Manipulate text within and between documents. B

18. Create and manipulate headers and footers in documents (reports, letters, etc.). C

19. Find and replace text and formats. C

20. Create and edit tables. C

21. Use Mail Merge feature to create form letters envelopes, and mailing labels. C

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

V. Evaluation:

A. Testing Procedures: 70% of grade

Evaluation will consist of four application tests. These tests will consist of problems similar to the exercises and unit applications in the textbook as well as short answer questions and will be timed. Disks will be collected and graded on these tests.

MAKEUP POLICY: If you miss an application test, you will take a comprehensive application test in the Main Campus 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 comprehensive test, you will receive a zero for the missed 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. Other Evaluation Methods (Homework, In-Class Graded Exercises, Quizzes (announced or unannounced): 30 percent

Selected application exercises will be assigned as homework. Homework must be completed in its entirety and submitted at beginning of class. It will not be accepted after the due date. If you are absent, you can submit homework via email as an attachment provided it is received before class starts.

In-class exercises consisting of application exercises similar to those in the text will be given. These in-class exercises will be worth between 5 to 50 points. In-class exercises cannot be made up unless *prior* approval by the instructor. Five percent of accumulated points of In-class exercises will be dropped at the end of the semester.

The average of homework and in-class exercises will count 15 percent of the total grade.

Quizzes using D2L will be given over each lesson and will consist of written questions. The average of these quizzes will count as 15 percent of the total grade. Quizzes cannot be made up; however, lowest quiz grade will be dropped.

D. Grading Scale:

OST Departmental Percentage 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 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.] *(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 that 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. 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. *(Pellissippi State Online Catalog)*