

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**ADVANCED WORD
OST 2006**

Class Hours: 3.0

Credit Hours: 3.0

Lab 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:

A study of the advanced features of Microsoft Word. Topics will include creating and utilizing styles, 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:

1. *Word 2007 A Professional Approach Comprehensive*, Deborah Hinkle, Glencoe McGraw-Hill Companies, Inc., 2007. (Required)
2. *The Gregg Reference Manual*, Tenth Edition, William A. Sabin, Glencoe McGraw-Hill Companies, Inc., 2005 (optional).
3. Flash drive or Two or more 3.5" 1.44-mb diskettes

I. Week/Unit/Topic Basis:

Week	Topic
1	Review of Word 2007
2	Lesson 12 – Styles and Themes
3	Lesson 13 – Templates; Lesson 15 – Advanced Tables
4	Application 1 Test
5	Lesson 16 – Columns; Lesson 17 - Graphics

6-8	Lesson 18 – Text Boxes and Desktop Publishing
9	Application 2 Test
10	Lesson 19 - SmartArt and Charts
11-12	Lesson 20 - Mail Merge; Lesson 21 -Fields and Forms
13	Lesson 22 - Macros
14-15	Application 3 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 word screen. (A)
- 2.. Create, save and print documents 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 shortcut keys efficiently. (A)
7. Use headers/footers, section breaks, and line and page break options to format multiple-page reports. (A)
8. Use column features, Text Boxes, graphics, and borders to create newsletters. (B,C)
9. Create and modify styles and use style options. (B, C)
10. Create and modify templates and use Word templates. (B,C)
11. Use the Organizer to copy styles and/or templates. (B, C)
12. Apply and customize a document Theme. (B,C)
13. Create multi-section layouts. (B, C)
14. Use Find and Replace for special characters and formats. (B)
15. Control text flow and character spacing. (B)
16. 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)
17. Create and work with long tables. (B, C)
18. Embed and link Excel worksheet in a Word document. (B, C)
19. Create and work with multiple tables. (B, C)
20. Sort paragraphs, tables and lists. (B)
21. Create, edit and modify charts and diagrams (SmartArt). (B, C)
22. Create, edit, and modify electronic forms. (B,C)
23. Create, edit, and run macros. (B,C)
24. Customize the Quick Access toolbar. (C)

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

V. Evaluation:

A. Testing Procedures:

Evaluations will consist of three application tests and shortcut tests.

The application 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 and printouts will be

collected and graded on the application tests. The average of these applications tests will count as 80 percent of the testing grade.

Shortcut tests will be given with each application test. The shortcut tests are written exams over shortcuts used in Word. The average of these shortcut tests will count as 20 percent of the testing grade.

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. Field Work:

N/A

D. Other Evaluation Methods:

Selected application exercises will be assigned as homework. Homework must be completed in its entirety and will not be accepted after the due date.

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. Some of these in-class exercises may be administered in a test environment (no book, notes, etc.). In-class exercises cannot be made up unless *prior* approval by the instructor. Ten 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. In addition, shortcut quizzes will be given over shortcut keys in Word. 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.

E. Grading Scale:

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

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. 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*)

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 in OST 2010 (Office Proficiency and Assessment), will be reviewed by the OST faculty, and will be used for job applications to present during job interviews.