

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**OFFICE INTEGRATION
OST 2015**

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:

A study of the advanced features of Microsoft Office as used in business. Major emphasis will be on integration and streamlining of tasks of Microsoft Office applications.

Entry Level Standards:

Keyboard speed of 35 wpm (minimum)

Prerequisites:

OST 1006, 2006, 2621

Corequisites:

OST 2600

Textbook(s) and Other Course Materials:

1. *Microsoft Word 2003, A Professional Approach Comprehensive*, by Deborah Hinkle, Glencoe McGraw Hill Company, 2005
2. *Integrated Computer Projects*, by Lloyd D. Brooks, EMC Paradigm, 2002.
3. *The Gregg Reference Manual*, Ninth Edition, William A. Sabin, Glencoe McGraw-Hill, 2000.
4. Jump drive or high-density diskettes.

I. Week/Unit/Topic Basis:

Week	Topic
1	Review of OST 2006 Lesson 21—Fields and Forms
2	Lesson 22—Macros Lesson 23—Footnotes and Endnotes
3	Lesson 24—Outlines, Indexes, and Table of Contents

4	Lesson 25—Sharing Your Work and Hyperlinks Review for Midterm
5	Midterm Application Test Overview of Integrated Computer Projects
6-13	Integrated Computer Projects
14-15	Final Application Test

II. Course Objectives*:

- A. To review and reinforce basic and advanced 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. To review and reinforce basic Excel, PowerPoint and Access concepts. (I, III, VI, IX)
- D. Become proficient in using MS Office to integrate and complete business documents. (I, III, V, VI, IX, X, XI)
- E. Provide the student with hands-on experience using realistic business documentation and strengthen the student's ability to proofread, priorities tasks, and use decision-making skills. (I, III, V, VI, IX, X, XI, XII)

*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, utilizing Microsoft Office. (*Technological Literacy Outcome*)
2. Use Word's advanced commands to solve problems and to make effective decisions in managing written documents. (*Transitional Strategies and Active Learning Strategies*)
3. Complete business documents using MS Office integration skills. (*Technological Literacy Outcome and Transitional Strategies*)
4. Internalize the work ethic by regularly attending class, being punctual, being dependable and acting in a professional manner while in class. (*Transitional Strategies and Active Learning Strategies*)
5. Use e-mail to communicate with the instructor on class activities and assignments. (*Technological Literacy Outcome*)

*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 headers/footers, section breaks, and line and page break options to format multiple-page reports. A, B
7. Use column features, Microsoft draw, WordArt, graphics and borders to create newsletters. A, B
8. Create and modify styles and attach templates to documents using the Style gallery. A, B
9. Create multi-section layouts. B, E
10. Use Find and Replace for special characters and formats. A
11. Control text flow and character spacing. A
12. Use fields and electronic forms to create business documents. B, E
13. Use advanced Mail Merge features (special mail merge fields, use data from other programs, filter a data source and create a catalog document). B, E
14. Create and run macros. B
15. Create and work with long tables. B, E
16. Create and work with multiple tables. B, E
17. Sort paragraphs, tables and lists. B
18. Create, edit and modify charts. B, E
19. Identify, format, compile, edit and update an index. B, E
20. Create, format, edit and update a Table of Contents. B, E
21. Create and share master documents. B, E
22. Edit, move, split, and merge subdocuments. B, E
23. Create, edit, and format Excel spreadsheets. C
24. Utilize functions and formulas to create business spreadsheets. C, E
25. Print spreadsheets with headers and footers. C
26. Perform What-If alternatives. C, E
27. Create, edit and enhance the appearance of charts. C
28. Use PowerPoint views, commands, wizards, layouts, templates and slide master. C

29. Create presentations with text animation and transitions. C,E
30. Run a slide show. C
31. Save a database, edit a database, and retrieve selected data from a database. C
32. Create, save and open a query and perform query calculations C, E
33. Design and create a custom report and modify report controls and properties. C, E
34. Use Microsoft Office integration skills to prepare business documents. D, E
35. Use problem-solving skills when performing integration tasks to complete business documents. D, E

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

V. Evaluation:

A. Testing Procedures: 60 percent

Timed application tests will be given on both the midterm exam and the final exam. The application tests will consist of problems similar to the exercises and unit applications in the textbook. Disks and printouts will be collected and graded on the application tests. The average of the two applications tests will count as 90 percent of the testing grade. A penalty of 10 percent of the total points possible will be deducted for every 15 minutes that a student goes over the allotted time for the midterm or final exam.

Shortcut tests will be given on both the midterm exam and final exam. The shortcut tests are written exams over shortcuts used in Word. The average of the two shortcut tests will count as 10 percent of the testing grade.

MAKEUP POLICY: If you miss the midterm or final exam, you will receive a zero for that exam.

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: 40 percent

(Homework, Graded Exercises, Quizzes, Integrated Projects)

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

Quizzes using D2L will be given over each lesson and will consist of written questions. Quizzes cannot be made up; however, lowest quiz grade will be dropped.

Selected application exercises will be collected for grading. A point system of grading will be

utilized for application work based upon the amount of work done and accuracy of work. Homework, graded exercises and quizzes will account for 35 percent of the other evaluation methods.

Integrated projects will consist of business problems that will utilize Microsoft office. Integrated projects will account 65 for percent of the other evaluation methods.

A late penalty will be assessed on assignments turned in after the due date. Two points will be deducted from the total for each day after the due date. Assignments **WILL NOT BE ACCEPTED** after they are **ONE WEEK LATE**.

E. Grading Scale:

A	93 - 100
B+	90 - 92
B	85 - 89
C+	80 - 84
C	75 - 79
D	70 - 74
F	0 - 69

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 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:

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 during the last semester at Pellissippi State, will be reviewed by the OST faculty, and will be used for job applications to present during job interviews.

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*)