

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**DOCUMENT DESIGN AND EDITING
OST 2120**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised : Spring 2010

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 application-oriented course that includes designing and editing a variety of complex business documents, with emphasis on decision making and problem solving based on document design principles and mailability standards.

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

I. Week/Unit/Topic Basis:

Week	Topic
1`	Review of Word 2007
2-3	Lesson 12 – Styles and Themes Lesson 15 – Advanced Tables
4	Lesson 20 – Mail Merge
5	Application Test 1 Lesson 16 – Columns

6 – 7	Lesson 17 – Graphics Lesson 18 – Text Boxes and Desktop Publishing
8	Application Test 2
9 – 11	Document Production (reports, letters, flyers, miscellaneous business documents)
12 – 14	Office Simulation Project
15	Review of Simulation Project

II. Course Objectives*:

- A. Design and edit a variety of complex business documents using advance features of Word. (I, III, V)
- B. Develop critical thinking skills while producing mailable business documents in a simulated office setting. (I, III, V, VIII, IX, XI)
- C. Develop time management skills by setting objectives, organizing, prioritizing and scheduling activities and practice. (VIII, X)
- D. Analyze personal learning needs, set performance goals, and implement strategies to meet those goals. (VI, VIII, X, XI)

*Roman numerals after course objectives reference goals of the OST program.

III. Instructional Processes*:

Students will use the following processes to accomplish the objectives of this course:

- A. Create documents used in a variety of business offices. *Technological Literacy Outcome*
- B. Learn and apply standard design principles. *Humanities/Fine Arts Outcome*
- C. Work in an office simulation setting to develop prioritization and problem solving skills. *Communication Outcome, Active Learning Outcome*
- D. Work independently and follow verbal and written instructions with a minimum of supervision. *Active Learning Outcome*
- E. 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*)

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

- A. Identify acceptable document layouts.
- B. Design complex business documents.
- C. Develop decision-making and problem-solving skills.
- D. Proofread and revise documents as instructed.
- E. Use the capabilities of advanced software features

- F. Learn to locate and use resources for style, design, and content
- G. Become proficient in using software online help.
- H. Learn and implement document design principles

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

V. Evaluation:

A. Testing Procedures: 50% of Grade

Evaluations will consist of two application and shortcut tests.

The application tests will consist of problems similar to the exercises and unit applications in the textbook and will be timed. *A penalty of 10 percent of the total points possible will be deducted for every 15 minutes past the allotted time for each test.* 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:

NA

C. Field Work:

NA

D. Other Evaluation Methods:

30% - Homework Assignments, In-class Exercises, Document Production Work, Quizzes

Selected application exercises will be assigned as homework. Homework must be complete 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 – 50 points. Some of these in-class exercises may be administered in a test environment (no book, notes, etc.)

Document production work will consist of problems based on real workplace situations. Grading will be based on accuracy of work and effective problem solving skills in creating these business documents. Work submitted after due date will be assessed 2 points for each day late. No work will be accepted after 1 week.

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. Quizzes cannot be made up; however, lowest quiz grade will be dropped.

20% Office Simulation Project

E. Grading Standards:

At the end of the semester the final grade will be based on the following 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 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:

Computer Usage Guidelines:

College-owned or -operated computing resources are provided for the 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*)

Proficiency Credit by Examination:

A student with a minimum GPA of 2.5 may apply for credit by examination for any college-level course at Pellissippi State on the basis of past experience or training. The student's application for credit by examination must be approved by the department head and the vice president of Academic & Student Affairs. The OST Program will administer ALL credit-by- examination tests on the second Saturday of the semester. A student must pass the credit by examination with a grade of "C" (75%) or

better.

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 2801-2-3 (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.