DOCUMENT DESIGN & EDITING
ADMN 2120

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:
ADMN 1005

Textbook(s) and Other Course Materials:
2. Flash drive.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1-2</td>
<td>Review of Word 2007</td>
</tr>
<tr>
<td>3</td>
<td>Lesson 12 – Styles and Themes</td>
</tr>
<tr>
<td>4</td>
<td>Lesson 20 – Mail Merge</td>
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<tr>
<td>5</td>
<td>Application Test 1</td>
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<tr>
<td></td>
<td>Lesson 16 – Columns</td>
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<td>6-7</td>
<td>Lesson 17 – Graphics</td>
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<td></td>
<td>Lesson 18 – Text Boxes and Desktop Publishing</td>
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<tr>
<td>8</td>
<td>Application Test 2</td>
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<tr>
<td>9-11</td>
<td>Document Production (reports, letters, flyers, miscellaneous business documents)</td>
</tr>
<tr>
<td>12-14</td>
<td>Office Simulation Project</td>
</tr>
<tr>
<td>15</td>
<td>Review of Simulation Project</td>
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</tbody>
</table>
II. Course Goals*:

The course will:

A. Build the students’ skills on how to design and edit a variety of complex business documents using advance features of Word. (I, II, III)

B. Expand the student’s understanding of critical thinking skills in relation to producing mailable business documents. (I, II, III, V)

C. Enhance effective use of professionally accepted methods and materials in completion of application documents in a simulated office setting (I, II, III, V, VI)

D. Extend students’ knowledge on time management skills by setting objectives, organizing, prioritizing and scheduling activities and practice. (III)

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

III. Expected Student Learning Outcomes*:

The student will be able to:

A. Identify acceptable document layouts. (B, C)

B. Design complex business documents. (A B, C)

C. Develop decision-making and problem-solving skills. (B, D)

D. Proofread and revise documents as instructed. (A, C)

E. Use the capabilities of advanced Word features. (A, C)

F. Locate and use resources for style, design, and content in producing business documents. (C)

G. Implement document design principles in creating a variety of business documents. (A, B, C)

*Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. 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 2 percent of the grade will be deducted for every 15 minutes passed 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 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.

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 accessed 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:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>92 – 100</td>
<td>A</td>
</tr>
<tr>
<td>89 – 91</td>
<td>B+</td>
</tr>
<tr>
<td>82 – 88</td>
<td>B</td>
</tr>
<tr>
<td>79 – 81</td>
<td>C+</td>
</tr>
<tr>
<td>72 – 78</td>
<td>C</td>
</tr>
<tr>
<td>65 – 71</td>
<td>D</td>
</tr>
<tr>
<td>0 – 64</td>
<td>F</td>
</tr>
</tbody>
</table>

V. 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 Academic Affairs, 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 Academic Affairs.
B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

• Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
• Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
• Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
• Taking an exam for another student.
• Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
• Any of the above occurring within the Web or distance learning environment.

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 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at [http://www.pstcc.edu/sswd/](http://www.pstcc.edu/sswd/).

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.