Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0  Date Revised: Fall 2013

[NOTE: 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.

Entry Level Standards:

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

Prerequisites:

ADMN 1100 or equivalent.

Co-requisites:

NA

Textbook(s) and Other Course Materials:

3. FLASH drive *(Required for traditional courses)*

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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</table>
| 1    | Introduction to course  
      | Introduction to computers and Windows 10 – Review handouts. |
| 2    | Lesson 1—Creating a Document |
| 3    | Lesson 2—Formatting Characters |
| 4    | Lesson 3—Writing Tools |
| 5    | Lesson 4—Formatting Paragraphs |
II. Course Goals*:

The course will:

A. Guide students to understand the fundamentals of Microsoft Windows 7 concepts and Microsoft Word concepts. (I, II, III)

B. Extend students knowledge on how to use basic Word operations to efficiently create, edit, enhance, and print documents. (I, II, III)

C. Enhance students’ skills on the more advanced concepts of word processing using advanced formatting features of Word. (I, II, III, IV)

*Roman numerals after course objectives reference goals of the Administrative Professional Technology program.

III. Expected Student Learning Outcomes*:

Students will be able to:

1. Identify and understand the windows screen and Word screen. (A)

2. Demonstrate basic file management (e.g. copying, moving, renaming, deleting files and/or folders). (A)

3. Create, edit, and print documents using Word features. (B)

4. Use character formatting commands and paragraph formatting commands efficiently. (B)

5. Insert and delete text, move insertion point and select text with keyboard and/or mouse, and use the undo and redo buttons. (B)

6. Use Word’s writing tools (AutoComplete, AutoText, Building Blocks, spelling and grammar, Thesaurus)

7. Use page formatting commands (page margins, page breaks, section breaks, and page numbering). (B)
8. Set and manipulate tabs to create tabular columns of text. (B)
9. Move, copy, and paste text in a document. (B)
10. Format a document with special features (drop capital letters, nonbreaking space, date and time, special symbols, clip art). (B)
11. Create and manipulate headers and footers in documents (reports, letters, etc.). (C)
12. Find and replace text and formats within a document. (C)
13. Create and edit tables. (C)
14. Use advance features to create and edit tables. (C)
15. Use Word’s templates and create new templates. (C)

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

IV. Evaluation:

A. Testing Procedures: 70% of grade

Evaluation will consist of two tests. These tests will consist of problems similar to the exercises and unit applications in the textbook as well as multiple-choice questions and will be timed. Files will be collected and graded on these tests. A penalty of 5 percent from the total score will be deducted for every 15 minutes pass the allotted time for each test.

MAKEUP POLICY: Tests CANNOT be made up and a grade of zero will be applied to the missed test unless prior approval by instructor to take test at later date.

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: 30 percent of total grade

Homework: Selected application exercises will be assigned as homework. Homework must be completed in its entirety and submitted using the dropbox feature in D2L. No late work will be accepted and a grade of zero will be applied to any work not submitted by due date. Homework average will account for 10 percent of the total grade.

Graded Exercises: In-class exercises and graded exercises consisting of application exercises similar to those in the text will be given throughout the semester. These exercises cannot be made up unless prior approval by the instructor.

Quizzes: Quizzes may be given throughout the semester and cannot be made up unless prior approval by the instructor.
E. Grading Scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<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.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that 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 sending email to disabilityservices@pstcc.edu, or visiting Goins 127, 132, 134, 135, 131. More information is available at http://www.pstcc.edu/sswd/.
D. Other Policies:

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.