PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

WORD
ADMN 1005

Class Hours: 3.0   **Credit Hours: 3.0**

Laboratory Hours: 0   **Date Revised: Fall 2015**

[**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 wam (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:

1. *Microsoft Word 2013: New Perspectives, Comprehensive*, by Zimmerman, Zimmerman, Shaffer, and Pinard, Cengage Learning, ISBN 978-1-305-18162-5 *(Required—Purchase includes SAM license which is required for completion of course assignments)*
2. *The Gregg Reference Manual, Tenth Edition,* by William A. Sabin, Glencoe McGraw-Hill Companies, Inc., 2005. *(Optional)*
3. One USB drive or a cloud storage account for data storage. *(Required)*

I. Week/Unit/Topic Basis:

Week	Topic
1-2	Managing Your Files
3-4	Tutorial 1: Creating and Editing a Document
5-6	Tutorial 2: Navigating and Formatting a Document
7	**MIDTERM APPLICATION TEST**
8-9	Tutorial 3: Creating Tables and a Multipage Report

10-12	Tutorial 4: Enhancing Page Layout and Design
	Introduction to MS Publisher
13 - 14	Tutorial 6: Using Mail Merge
15	**Final Application Exam**

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 (create folders, copying, moving, renaming, deleting files and/or folders). (A)

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

4.   Enter, edit, and delete comments. (B)

5.   Create and review MLA style research papers. (B)

6.   Create, edit, and delete research paper citations. (B)

7.   Create and modify a bibliography. (B)

8.   Insert and modify graphics (Pictures and SmartArt). (B)

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

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

11.   Use Word's writing tools (AutoComplete, Building Blocks, spelling and grammar, Thesaurus)

12.   Use page formatting commands (page margins, page breaks, section breaks, and page numbering). (B)

13.   Set and manipulate tabs to create columns of text. (B)

14.   Move, copy, and paste text in a document. (B)

15.   Create and manipulate headers and footers in documents (reports, letters, etc.). (C)

16.   Find and replace text and formats within a document. (C)

17.   Create, edit, and format tables. (B)

18.   Insert and modify footnotes and endnotes. (C)

19.   Work with page and column formatting to produce newsletters containing graphics and textboxes using both Word and Publisher. (C)

20.   Use mail merge (main document, data source, merge fields). (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 graded exercises and case problems in the textbook. 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 to complete assignments. Check posted hours.

C. Field Work:

N/A

D. Other Evaluation Methods: 30 percent of total grade (Tutorials, Tutorial Reviews, SAM Assessments, Case Problems, Graded Exercises, Quizzes)

Homework Assignments: Selected tutorials, tutorial reviews, SAM assessments, and case problems will be assigned as homework. Homework must be completed in its entirety and submitted using the dropbox feature in D2L or at the SAM website. No late work will be accepted and a grade of zero will be applied to any work not submitted by due date.

Graded Exercises: Graded exercises similar to those in the text will be given throughout the semester. Graded exercises are completed during class time and will be announced in advance. These exercises cannot be made up unless prior approval is given by the instructor.

Quizzes: There will be a 20-25 question multiple choice quiz after each tutorial. This quiz will be available in D2L and cannot be made up once the due date ends.

Graded Exercises and quizzes will be worth 100 points. No late work will be accepted and a grade of zero will be applied to any work not submitted by due date; however, 100 points will be dropped at the end of the semester and one SAM Makeup will be available to replace the lowest grade or the first zero on a SAM assessment.

E. Grading Scale:

92 – 100	A
89 – 91	B+
82 – 88	B
79 – 81	C+
72 – 78	C
65 – 71	D
0 – 64	F

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 Disability Services (DS) in

order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:

Computer Usage Guidelines:
College-owned or -operated computing resources are provided for use students of Pellissippi State Community College. All students are responsible for the use of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner.