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.

NOTE: 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.

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:

Keyboard speed of 23 wpm (minimum)

Prerequisite:

OST 1100 or equivalent

Textbook(s) and Other Reference Materials Basic to the Course:

Microsoft Word 97, Nita Hewitt Rutkosky, 1997
Two high-density diskettes.
Two folders, two-pocket, for submitting work

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction of Microsoft Windows 95; Creating a Document</td>
</tr>
<tr>
<td>2-3</td>
<td>Editing and Formatting a Document</td>
</tr>
<tr>
<td>4</td>
<td>Formatting Paragraphs</td>
</tr>
<tr>
<td>5</td>
<td>TEST 1; Managing Documents</td>
</tr>
<tr>
<td>6</td>
<td>Changing Fonts; Using Writing Tools</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Demonstrate basic fundamentals of Microsoft Windows concepts and Microsoft Word concepts. I, II, III, VI, XII

B. Learn basic Word operations efficiently in creating, editing, enhancing, and printing documents. I, II, III, VI, X, XI

C. To introduce the student to the more advanced concepts of word processing using advanced formatting features of Word. I, III, VIII

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

III. Instructional Processes*:

Students will:

1. Refine reading skills and expand vocabularies through completion of weekly reading assignments. Communication Outcome

2. Use technology to promote objectives of the course; specifically, Word. Technological Literacy Outcome

3. Utilize Word’s formatting commands (character, paragraph and page) to solve problems and to make effective decisions in managing written documents. Problem Solving and Decision Making Outcome

4. Complete word processing problems based on real workplace situations. Problem Solving and Decision Making Outcome, Transitional Strategies

5. Internalize the work ethic by regularly attending class, being punctual, being dependable and acting in a professional manner while in class. Personal Development Outcome, Transitional Strategy, Active Learning Strategy

*Strategies and outcomes listed after instructional processes reference Pellissippi State’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 windows screen. A
2. Identify and utilize the windows explorer and/or My Computer. A
3. Copy, delete and move files. A
4. Identify the word screen. A
5. Identify parts of the word screen. A
6. Create a document. B
7. Save and print a document. B
8. Insert and delete text, move insertion point with keyboard and mouse, and use the undo and redo buttons. B
9. Use character formatting commands (bold, italic, underline, double underline, small caps, and all caps). B
10. Use paragraph formatting commands (alignment, line spacing and indenting paragraphs). B
11. Use Spelling and Thesaurus. B
12. Change fonts, format with the Format Painter and insert special symbols. B
13. Use page formatting commands (page margins, page breaks, section breaks, and page numbering). B
14. Set and manipulate tabs. B
15. Cut and paste text. B
16. Format with special features (AutoText, drop capital letters, nonbreaking space, date and time and templates). B
17. Manipulate text within and between documents. B
18. Create headers and footers. C
19. Find and replace text and formats. C
20. Create and edit tables. C
21. Use Mail Merge feature to create form letters and mailing labels. C

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

V. Evaluation:

A. Testing Procedures: 60% of grade

Evaluations will consist of objective tests and lab (hands on) activities. Objective questions will be multiple-choice, true-false, and/or short answer. Lab activities will consist of exercises to complete on the computer. Disks and/or printouts will be collected for
grading. NO MAKEUP TESTS WILL BE GIVEN. If you are absent on one of the days and/or nights a test is given, you will take a comprehensive theory and/or comprehensive application test at the end of the semester to replace the test you missed.

B. Homework and/or Graded Exercises: 40% of grade

Selected assigned application exercises will be collected for grading. A point system of grading will be utilized for application work based on amount of work done and accuracy of work.

C. Grading Scale:

<table>
<thead>
<tr>
<th>OST Departmental Percentage Scale</th>
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<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>B+</td>
</tr>
<tr>
<td>B</td>
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<tr>
<td>C+</td>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
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<tr>
<td>F</td>
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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. Individual departments/programs/disciplines, with the approval of the Vice President for Academic and Student Affairs, may have requirements that are more stringent. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.]

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.