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. This course is designed as an introductory course to personal computers, word processing, spreadsheets, and presentation software.

[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:

A computer literacy course introducing personal computers and computer applications software used in business. Emphasis is on developing computer operation skills using basic operating systems and Word, Excel, and PowerPoint (Microsoft Office) software applications.

Entry Level Standards:

Keyboarding skill of 23 wpm (minimum).

Prerequisite:

OST 1100 or equivalent

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

Microsoft Windows 95/Microsoft Word 97/Microsoft Excel 97/Microsoft PowerPoint 97 (Four individual books which will be sold bundled together), Course Technology, Shelly Cashman Series 7, Custom Edition, 1996-97.

Two high-density floppy diskettes (instructor will specify size).

Optional: Two folders with pockets for turning in work.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Windows 95 (through page WIN 1.23): Understanding PC Fundamentals; Using Windows; Using E-Mail Basics. Theory Test on Windows Unit</td>
</tr>
</tbody>
</table>
Word-Project 1: Starting Word; Creating and Editing a Word Document; Spell Checking a Document, Centering a Paragraph, Changing Fonts, Enhancing Text, Importing Picture from the Web.
Theory and Application Quiz on Word Project 1.

Word--Project 2: (omit pages WD 2.6 through WD 2.26) Using Word’s Templates to Create a Cover Letter; Creating an Auto Text Entry; Cutting, Moving and Pasting Text, Switching among Word documents.
Application Quiz on Word Project 2.

Word-Project 3: Creating a Research Paper; Creating a Text Hyperlink; Sorting Paragraphs, Finding and Replacing Text.
Theory and Application Test on Word Unit.
Brief Introduction to the World Wide Web and Internet; Saving a Word Document as a Web Page.

Excel-Project 1: Starting Excel; Creating and Editing a Worksheet.
Theory or Application Quiz on Excel Project 1.

Excel-Project 2: Entering Formulas, Formatting Worksheets, and Creating Charts.
Theory and Application Test on Excel Projects 1-2.

PowerPoint-Project 1: Starting PowerPoint; Using a Design Template and Style Checker to Create a Presentation.

PowerPoint-Project 2: Using Outline View and Clip Art to Create an Electronic Slide Show.
Theory and Application Test covering PowerPoint Projects 1 and 2

Final Exam--Student presentations

II. Course Objectives*:
A. Learn the terminology and concepts relevant to personal computing. I, III
B. Use basic WINDOWS utilities such as multitasking; formatting and copying disks; copying and deleting files; and opening folders. I, III
C. Use Microsoft Word operations to create, edit, enhance, and print documents. I, III, VI, X, XI
D. Use Microsoft Excel to enter, calculate, and manipulate data in a worksheet. I, III, VI, XI
E. Use Microsoft PowerPoint to produce informal graphical presentations. I, III, VI, X, XI

*Roman numerals after course objectives reference goals of the Business and Computer Technologies department.

III. Instructional Processes*:

Students will:

1. Refine reading skills and expand vocabularies through completion of reading assignments. Communication Outcome, Active Learning Strategy

2. Use technology to promote objectives of the course; specifically, Microsoft Windows 95, Word, Excel, and PowerPoint. Technological Literacy Outcome
3. Develop spreadsheets and word processing problems based on real workplace situations. *Problem Solving and Decision Making Outcome, Numerical Literacy Outcome, Transitional Strategy*

4. Develop a professional-looking PowerPoint presentation and use oral communication skills to present the presentation. *Communication Outcome, Personal Development Outcome, Problem Solving and Decision Making Outcome; Transitional Strategy; Active Learning Strategy*

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 basic components of a microcomputer system. A
2. Identify applications and operating systems levels of software. A
3. Identify types of memory. A
4. Identify types of storage. A
5. Demonstrate ability to handle disks correctly. A
6. Identify hardware used for input, output, storage, and processing. A
7. Format a disk. A
8. Backup disks. A
9. Describe Microsoft Windows 95 and user interface. B
10. Identify the objects on the Microsoft Windows 95 desktop. B
11. Perform the basic mouse operations: point, click, right-click, drag, and right-drag. B
12. Open, maximize, minimize, restore, and close a Windows 95 window. B
13. Resize and move a Windows 95 window. B
15. Understand keyboard shortcut notation. B
16. Start an application program in Windows 95. B
17. Start Microsoft Word. C
18. Identify the components of the Word screen. C
19. Change the default font size of text and enter text into a document. C
20. Spell check a document in Word. C
21. Save and print a document in Word. C
22. Select text, sentences, and paragraphs in Word and change the font; bold, underline or italicize the selected text. C
23. Drag and drop selected text. C
24. Center a paragraph in Word. C
25. Import a picture from the Web into Word. C
26. Resize a picture in Word. C
27. Correct errors in a Word document. C
28. Use Microsoft Word Help. C
29. Quit Microsoft Word. C
30. Identify the Word screen in page layout view. C
31. Replace selected text with new text in Word. C
32. Insert a line break in Word. C
33. Use AutoFormat as you type in Word. D
34. Use print preview to view and print a document. C
35. Explain the components of a business letter. C
36. Zoom a document. C
37. Create and insert an AutoText entry in Word. C
38. Format characters using shortcut keys in Word. C
39. Indent the left margin of a paragraph and indent paragraphs in Word. C
40. Use the TAB key to vertically align text in Word. C
41. Run spell check and grammar check in a Word document at the same time once. C
42. Switch from one open Word document to another and close all open documents. C
43. Describe the MLA documentation style for research papers. C
44. Change the margin settings in a Word document. C
45. Adjust line spacing in a Word document. C
46. Use a header to number pages of a Word document. C
47. Use Word's AutoCorrect feature. C
48. Insert a manual page break in Word. C
49. Create a hanging indent in Word. C
50. Create a text hyperlink in Word and display the Web site associated with a Hyperlink. C
51. Sort selected paragraphs in Word. C
52. Scroll by a page in Word. C
53. Find and replace text in Word. C
54. Use Word's thesaurus feature. C
55. Display the number of words in a document. C
56. Know the parts of the Excel worksheet and be able to efficiently access different features in the toolbar and menus. D
57. Enter text and numbers and then select and copy these cells. D
58. Use Auto Sum to sum a range of cells. D
59. Change the appearance of a cell by using bold, italics, different fonts and font sizes, colors, borders, shading. D
60. Center cell contents over a series of columns. D
61. Use AutoFormat and Name features within a range. D
62. Create a 3-D column chart using the Chart Wizard. D
63. Save and print a worksheet. D
64. Open an existing worksheet, edit the worksheet, and save with a different name. D
65. Use online Help tools including the Office Assistant. D
66. Enter formulas using the keyboard and point mode. D
67. Identify arithmetic operators and correct order of mathematical operation. D
68. Apply the AVERAGE, MAX, and MIN functions. D
69. Format numbers for different types of use including Currency, Percentage, etc. D
70. Insert and delete columns and rows; change column width and row heights. D
71. Print partial worksheets, print formulas as text, change print orientation. D
72. Understand the difference in relative cell references and absolute cell references. D
73. Start a PowerPoint document; be able to describe the PowerPoint window. E
74. Select a design template and create a title slide. E
75. Enhance slides with font changes, italics and bold, bullets, alignment, line spacing. E
76. Save presentation; open and edit slides; view presentation in slide show view. E
77. Use Outline view to create a presentation. E
78. Change slide layout and move and copy text within slides. E
79. Insert clip art; add slide transition effects. E
80. Be familiar with animated text and clip art. E
81. Print presentation outline. E

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

V. Evaluation:

A. Testing Procedures:

  Students are evaluated primarily on the basis of tests and quizzes. Evaluations will consist of objective tests and/or application activities. Objective questions will be multiple-choice, true-false, and or short answer. Applications activities will consist of exercises to complete on the computer. A minimum of three tests will be given; in addition, a minimum of three to five quizzes (either application and/or objective) is recommended. Unannounced quizzes may be given. Selected daily work will also be graded. Each component of the course will be weighted as follows:

  10%--Windows 95 and Basic Computer Terminology
  40%--Word
  30%--Excel
  20%--PowerPoint

B. Laboratory Expectations:

  Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.

C. Field Work:

  N/A

D. Other Evaluation Methods:

  In order for grades to be calculated, all assigned work must be submitted in a timely fashion. Assigned work must be turned in by date designated.

E. Grading Scale:

  A  93-100
  B+  90-92
  B   85-89
  C+  80-84
  C   75-79
  D   70-74
  F   less than 69
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.]

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 an examination or to assign an F in the course.

C. 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 vice president of Academic Affairs. [NOTE: The OST Department will administer ALL credit-by-examination tests on the third Saturday of the semester.]