PELLISIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

ADVANCED WORD
OST 2006

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Spring 00

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:

A study of the advanced features of Microsoft Word. Topics will include managing long documents, mail merges, tables and concepts and applications using electronic publishing. Timed theory/production tests will be included.

OST majors are required to purchase and start a professional portfolio in which they will collect examples of documents that they complete in OST 2006 (Word II), OST 2621 (Excel), OST 2600 (Access), OST 2120 (Keyboarding III), OST 2810 (Creating Web Pages), OST 2015 (Word/Excel/PowerPoint III), and OST 2300/2301 (Practicum). This portfolio will be submitted during the last semester at Pellissippi State, will be reviewed by the OST faculty, and will be used for job applications to present during job interviews.

Entry Level Standards:

Keyboarding speed of 35 wpm or better

Prerequisite:

OST 1005 or OST 1221

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


Two high-density diskettes.
Two folders, two-pocket, for submitting and keeping assignments

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Review of Windows 95; Introduction to PowerPoint</td>
</tr>
<tr>
<td>3-4</td>
<td>Editing and Formatting Documents</td>
</tr>
<tr>
<td>5</td>
<td>Page Formatting; Formatting with Special Features; Test I</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. To review and reinforce basic Windows 95 concepts. I
B. To review basic fundamentals of Microsoft Word concepts. I, II, III, VI, XII
C. Become proficient in completing basic documents using formatting features of Word. IV, X, XII
D. To introduce students to the more advanced concepts of word processing using advanced formatting features of Word. I, III, X

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

III. Instructional Processes*:

Students will:

1. Refine their reading skills and expand their vocabularies through completion of weekly reading assignments. Communication Outcome, Active Learning Strategy
2. Use technology to promote objectives of the course; specifically, Word. Technological Literacy Outcome
3. Use 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. Review the basic Windows 95 features. A
2. Format disks, copy files, copy disks.  


4. Insert text and delete text.  

5. Move the insertion point efficiently with mouse or cursor.  

6. Select text quickly with the mouse or keyboard.  

7. Use character formatting commands (bold, italic, underline, fonts, small caps, and all caps).  

8. Use paragraph formatting commands (line spacing, bullets and numbering, alignment, and indenting text).  


10. Format with special features (AutoText, space between paragraphs, non-breaking space).  

11. Create and enhance business memos and letters efficiently using Word’s character and paragraph formatting.  

12. Use headers/footers, section breaks, and line and page break options to format multiple-page reports.  

13. Manipulate selected text between different areas of business documents and open multiple document windows to move or copy text between documents.  

14. Find and replace text and formats.  

15. Set control printing features.  

16. Create tables, enter text, select cells, edit, cut and paste within the table, change column widths, insert and delete rows  

17. Create and edit columns of text, remove column formatting, change column width and spacing, and balance columns on a page.  

18. Enhance and manipulate documents using special features of Word (hyphenating words, line numbering, animating text and using bookmarks).  

19. Add borders, shading, text boxes and clip art to a document.  

20. Use Microsoft draw and WordArt in a document.  

21. Use the Mail Merge feature to create form letters, envelopes and mailing labels.  

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

V. Evaluation:

A. Testing Procedures:

   Evaluations will consist of objective tests and 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. 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. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

Homework, In-class assignments and/or Quizzes:
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.

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
</tr>
<tr>
<td>B+</td>
<td>90 - 92</td>
</tr>
<tr>
<td>B</td>
<td>85 - 89</td>
</tr>
<tr>
<td>C+</td>
<td>80 - 84</td>
</tr>
<tr>
<td>C</td>
<td>75 - 79</td>
</tr>
<tr>
<td>D</td>
<td>70 - 74</td>
</tr>
<tr>
<td>F</td>
<td>69</td>
</tr>
</tbody>
</table>

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 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.