PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

WORD/EXCEL/POWERPOINT II
OST 2014

Class Hours: 3.0       Credit Hours: 3.0
Laboratory Hours: 0.0   Date Revised: Fall 1998

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:

A study of the intermediate features of Word, Excel and PowerPoint (Microsoft Office) as used in business. Course will include some integration of Microsoft Office applications. This course is not for OST majors.

Entry Level Standards:

Keyboard speed of 23 wpm (minimum)

Prerequisite: OST 1211

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

Two high-density diskettes
Folder, two-pocket, for submitting assignments

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Review of Microsoft Word</td>
</tr>
<tr>
<td>2-4</td>
<td>Word Project 4: Creating a Document with Title Page and Tables</td>
</tr>
<tr>
<td>5-6</td>
<td>Word Project 6: Creating a Professional Newsletter; TEST 1</td>
</tr>
<tr>
<td>7</td>
<td>Review of Excel</td>
</tr>
<tr>
<td>8-9</td>
<td>Excel Project 4: Creating Templates, Workbooks with Multiple Worksheets</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Create, edit, enhance, and print documents in Word. I, II, III, VI, X, XI
B. Create and edit tables in Word. I, II, III, VI, X, XI
C. Use the desktop publishing features of Word to create newsletters. I, II, III VI, X, XI
D. Create, edit, enhance, and print worksheets in Excel. I, II, III, VI, X, XI
E. Analyze data by creating a data table and working with the scenario manager. I, II, III, VI, X, XI
F. Create, edit, and use a list (database) in Excel. I, II, III, VI, XI, XII
G. Develop and present a slide show presentation using PowerPoint. I, II, III, VI, XI, XII

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

III. Instructional Processes*:

Students will:

1. Use oral communication skills to present a PowerPoint presentation related to the student's field of study. Communication Outcome, Personal Development Outcome
2. Use technology to promote objectives of the course; specifically, Word, Excel and PowerPoint. Technological Literacy Outcome
3. Utilize "What-if Analysis", Data tables and Goal Seeking in Excel to define and solve problems and to make effective decisions. Problem Solving and Decision Making Outcome, Transitional Strategy
4. Develop spreadsheets and word processing problems based on real workplace situations. Problem Solving and Decision Making Outcome, Transitional 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
6. Use Integration features of Word and Excel to embed or link worksheets and documents as used by business. Problem Solving and Decision Making Outcome, Technological Literacy Outcome, Transitional 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. Use character formatting commands (bold, italic, underline, double underline, small caps, and all caps). A
2. Use paragraph formatting commands (alignment, line spacing and indenting paragraphs) A
3. Use page formatting commands (page margins, page breaks, page numbering, section breaks). A
4. Set and manipulate tabs. A
5. Cut and paste text. A
6. Create headers and footers. A
7. Insert picture into a document. A
8. Create, enhance, and edit tables B
9. Define desktop publishing terminology. C
10. Format a document into multiple columns. C
11. Enhance a multiple column document with ruling lines, special symbols and dropped capital letters. C
12. Insert and enhance graphics between columns of text. C
13. Identify the types of worksheet entries. D
14. Enter formulas and use basic functions. D
15. Work with multiple worksheets D
16. Use the Copy, Cut, and Paste commands. D
17. Print spreadsheets with headers and footers. D
18. Perform What-If alternatives. D
19. Create charts (graphs). D
20. Use natural language formulas. E
21. Determine the monthly payment of a loan using the PMT function. E
22. Build a data table to analyze data in a worksheet. E
23. Analyze worksheet data by changing values and goal seeking. E
24. Add hyperlinks to a worksheet. E
25. Use Excel's Scenario Manager to record and save different sets of what-if-assumptions and the results of formulas. E
26. Protect and unprotect cells. E
27. Create a worksheet database. F
28. Sort a worksheet database on one field or multiple fields. F
29. Filter data to display records that meet comparison criteria. F
30. Use the advanced filtering features to display records that meet comparison criteria. F
31. Use PowerPoint views, commands, wizards, layouts, templates and slide master to create a slide show. G
32. Use embedded visuals to enhance a slide show. G
33. Apply slide transition and text preset animation effects. G
34. Present a slide show to class. G

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

V. Evaluation:

A. Grading Procedures:

Students will be evaluated primarily on the basis of tests and quizzes. Selected homework will also be graded. Evaluations will consists of objective tests and application tests. Objective questions will be multiple-choice, true-false, and/or short answer. Lab tests will consists of exercises to complete on the computer. A minimum of thee tests will given; in addition, three to five quizzes (either lab and/or objective) will be given. Unannounced quizzes may be given. A point system of grading will be utilized based on amount of work done and accuracy of work. Makeup of tests and quizzes will be at the discretion of the instructor.

Each component of the course will be weighted as follows:
40% Word
40% Excel
20% PowerPoint

B. 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>
</tr>
<tr>
<td>C+</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>D</td>
</tr>
<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. [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.