Nashville State Community College
Business & Applied Arts Division
Office Administration

Master Course Syllabus

This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.

OAD 1225 Word
3 Credits
3 Class Hours

A course designed to expand the student’s skill with Microsoft® Word. Topics include tabs, manipulating text, formatting, sections, headers and footers, tables, columns, forms, mail merge, table of contents and indexes, styles, and basic graphics. **Prerequisite(s):** OAD 1100 and INFS 1010 with a grade of “C” or higher

Semester Availability: Spring

Not part of a Tennessee Transfer Pathway

**Instructor Information:**
Name: 
Email: 
Office Phone: 
Office Location: 
Office Hours: 

**Textbook and Other Materials:**

Supplies:
- Software: Office 2013 with Word 2013 and PowerPoint 2013. Also, Acrobat Adobe Reader
- Internet access and personal computer. Office 2013 software with Word 2013 and Adobe Reader software.

**Course Outcomes:**
Upon successful completion of the course, students should be able to:
- Create, format, and edit documents similar to those found in business offices.
• Enhance documents with images and charts.
• Manage data in document form.
• Customize formatting in documents.

Course Competencies:
The following are detailed course competencies intended to support the course outcomes:
- Create, print and edit documents
- Format characters
- Align and indent paragraphs including tabs
- Customize paragraphs
- Proof documents
- Format pages
- Create customized pages
- Insert Elements and navigate in a document
- Manage large documents
- Print documents.
- Insert images
- Insert shapes and WordArt
- Create and format tables
- Create charts
- Merge documents
- Sort and select data
- Manage lists
- Share
- Insert and customize fields (QuickParts)
- Customize themes
- Format with Styles
- Protect Documents
- Insert Endnotes, Footnotes, and References
- Create Indexes
- Create Forms
- Create Macros

The following are general education competencies intended to support the course outcomes:
• Write clear, well-organized documents.
• Locate, evaluate, and use multiple sources of information.
• Use critical thinking skills.
• Use and adapt current technologies.

Topics to Be Covered:

<table>
<thead>
<tr>
<th>Units</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 – Preparing Documents</td>
<td>Chapters 1 – 5:</td>
</tr>
<tr>
<td>Unit 2 – Formatting and Managing Documents</td>
<td>Chapters 6 – 10</td>
</tr>
<tr>
<td>Unit 3 – Enhancing Documents</td>
<td>Chapters 11 – 15</td>
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<tr>
<td>Unit 4 – Managing Data</td>
<td>Chapters 16 – 20</td>
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<tr>
<td>Unit 5 - Customizing Documents and Features</td>
<td>Chapters 21 – 25</td>
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<tr>
<td>Unit 6 – Referencing Data</td>
<td>Chapters 26 – 30</td>
</tr>
</tbody>
</table>
Course Assessments:
The following performance assessments will be used to demonstrate students' understanding, knowledge and skills:

**Exams:** There are two major exams. Students will take all tests at a NSCC approved test center without the use of notes or other materials. Each NSCC campus has a test center. Check the college website for details on each.

**Unit Assessments:** The course is divided into six units. At the end of each unit, students will prepare assignments and submit the resulting files to a drop box in NS Online. The unit assessments are a good predictor of the kinds of assessments which appear on the exams. Students will be able to predict their readiness for the exams based on their performance on the unit assessments.

**Weekly/Chapter Assignments and Quizzes:** For each weekly lesson, students will complete quizzes and assignments designed to help students use the skills related to each week's content. Students may use the quizzes and assignments as a gauge of their readiness for the related exam. All quizzes may be completed unlimited times to earn the desired grade. Weekly assignments receive full credit if the submitted files evidence a good-faith effort to learn the skills.

<table>
<thead>
<tr>
<th>Grading Category</th>
<th>Percentage of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (two)</td>
<td>60%</td>
</tr>
<tr>
<td>Unit Assessments (Six end-of-unit)</td>
<td>20%</td>
</tr>
<tr>
<td>Assignments – Chapter Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes (taken inside NS Online)</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Letter Grade Earned</th>
<th>Calculated Course Average</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100 %</td>
</tr>
<tr>
<td>B</td>
<td>80 -- 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 -- 79%</td>
</tr>
<tr>
<td>D</td>
<td>65 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>Less than 65%</td>
</tr>
</tbody>
</table>

Make-up procedures for missed assignments and work.
To protect the privacy, integrity, and security of students' work, no assignments are accepted via email. All assignments must be submitted to the appropriate assignment box within NS Online. This allows the grade to be attached to the submitted work within the grading system.

For further explanation of make-up procedures, students should reference the syllabus of their particular section instructor.
Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below) depending on the individual instructor’s course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.
FN= failure, never attended class (unofficial withdrawal)

Student Communication Channels

It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 615.353.3721.

Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.
Academic Dishonesty (Honor Code)
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Inclement Weather Policy
In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.