

## **COURSE INFORMATION**

Course Prefix/Number: **OST 165**

Course Title: **Information Processing Software**

Lec Hours/Week: 3

Lab Hours/Week: 0

Credit Hours: 3

[DL ATTENDANCE/VA STATEMENT](#)  
[TEXTBOOK INFORMATION](#)

## **COURSE DESCRIPTION**

This course includes applications of information-processing software. Emphasis is placed on functions for acceptable document formatting and processing.

## **COURSE COMPETENCIES**

### **Module 1: Preparing and Managing Documents Using Microsoft Word 2003**

Create, format, edit, and print Word 2003 documents, as well as save and maintain those documents.

Use spelling, grammar, and thesaurus writing tools, as well as find and replace text in documents.

### **Module 2: Formatting and Enhancing Documents Using Microsoft Word 2003**

Create and maintain folders, as well as print files.

Set, move, clear, and delete tabs.

Format documents with special features.

Manipulate text within and between documents.

Create headers and footers.

### **Module 3: Customizing Documents and Adding Visual Appeal Using Microsoft Word 2003**

Create and modify a chart with data from a word table.

Create, format, edit, delete, and perform calculations in a table.

Visually enhance a document by adding borders and clipart.

Draw shapes, create autoshapes and create textboxes using the drawing toolbar.

Browse the World Wide Web from within MS-Word. Search for information on the Internet. Locate specific Web sites. Create a Web home page and create hyperlinks.

Share files, printers, computers, and other resources within a workgroup.

Demonstrate personal and professional characteristics associated with job success including personal grooming and professional attire, proper attitude, dependability, willingness to learn, quality work, time management, attendance and punctuality, good judgment, business ethics and relations with others.

## **MINIMUM STANDARDS**

- Students are to complete all exercises in each chapter and selected assessment exercises at the end of the chapter. The assessment exercises are to be submitted and reviewed by the instructor. A check mark will be given if the exercises are correct. If the exercises are not correct, the exercises will be returned to the student to correct. No points toward the final grade are awarded for completion of the exercises.
- Students will be given three hands-on tests. The minimum competency for each test is 60%. Students who receive less than 60% may restudy the material and retake the test. The average of the original test and retest will constitute the grade.
- Students will take three Word theory tests. The minimum competency for each test is 60%. Students who score less than 60% may restudy the material and retake the test. The average of the original test and retest will constitute the grade.
- Students who plan on taking the next level of information processing, OST 167, must earn a minimum of 70 points. Minimum competency for others is 60 points.

## **COURSE REQUIREMENTS**

### **Academic Integrity**

The policies stated in the *York Technical College Catalog and Handbook* will be enforced. "The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action."

### **Attendance**

The attendance policy as stated in the *York Technical College Catalog and Handbook* will be enforced. Attendance is required on test days unless the student has a doctor's excuse, etc., indicating an unusual circumstance for absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

## **METHODS OF INSTRUCTION**

The student will be provided with a list of required assignments selected from a required textbook and due dates. Prerecorded documents will be provided on a CD to complete those assignments.

This course is divided into three modules. Modules must be completed in order. Students may exempt any of the three modules by completing both the theory and hands-on exam with a score of at least 80% on each exam.

## **EVALUATION STRATEGIES/GRADING**

The course grade will be based on three hands-on tests and three theory tests. Each module is one-third of the final grade. Hands-On Tests constitute 60% towards the final grade. Theory tests will constitute 40% of the course grade.

Final grades will be based on the following scale:

A	90-100
B	80-89
C	70-79
D*	60-69
F*	Below 60

\*OST students must make a "C" or better to go on to the next level of information processing.

**ENTRY-LEVEL SKILLS**--None

**PREREQUISITES**--Keyboarding skills

**CO-REQUISITES**--None

EFFECTIVE:FA2006