Piedmont Technical College Course Syllabus

COURSE INFORMATION

Course Prefix/Number: AOT165

Title: Information Processing Software

Responsible Division: Business, Information Technologies, and Public Service

Last Day to Withdraw from this Course: For the last date to withdraw from this course, consult the current *Student Calendar*.

Course Description:

For course, credit hour, pre-requisite(s) and co-requisite(s) information, visit the Detailed Course Information page: www.ptc.edu/courses/AOT165.

Textbook and Other Materials:

For textbook information and additional required and/or supplemental materials, visit the college bookstore (www.ptc.edu/bookstore).

Proctored Examinations:

Proctored examinations for distance learning courses taken at non-PTC campuses may require a proctoring fee for each exam taken.

COURSE POLICIES

Course policies are available online through the *Academic Catalog* and *Student Handbook*. Visit the Course Policies page (www.ptc.edu/syllabus/policies) for a detailed list of important policies and more information.

GRADE POLICY

Detailed grading policy information can be found on the Grading Policy webpage (http://www.ptc.edu/grading-policy). Final grade appeal information is available in the *Academic Catalog* (http://www.ptc.edu/catalog/).

ACCOMMODATIONS

Accommodations for ADA:

Information is available on the Student Disability Services webpage (http://www.ptc.edu/ada).

TITLE IX HARASSMENT AND SEXUAL ASSAULT INFORMATION

In accordance with Title IX of the Education Amendments of 1972, Piedmont Technical College does not discriminate on the basis of sex in its education programs or activities. Title IX protects students, employees, and applicants from sex discrimination in admissions and employment to include discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. More information regarding Title IX, including contact information for the Title IX coordinators, is available at Title IX Harassment and Sexual Assault Information (https://www.ptc.edu/about/legal-disclosures/title-ix-harassment-and-sexual-assault-information).

RATIONALE

Why do I need this course?

The workforce today is dynamic with ever-changing demands for increased productivity. Professionally formatted documents produced in the most efficient manner are necessary in a productive workplace.

PROGRAM INFORMATION

For program information including required courses, program learning outcomes, gainful employment information and advisement information, refer to the Academic Program webpage. Go to Academics (http://www.ptc.edu/academics), select your program, and then select Credentials Offered.

COURSE STUDENT LEARNING OUTCOMES

Upon successful completion of this course and/or clinical, each student will be able to:

- Create and edit Word documents, including formatting paragraphs, applying styles, and inserting and formatting objects.

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- Use tables, including advanced table features.
- Complete a mail merge.
- Create research papers, track changes in a document, and use online document sharing and collaboration.
- Construct a flyer, including the use of decorative text and drawing tools.
- Create and use document templates, view multiple documents simultaneously, and customize document themes.

GENERAL EDUCATION COMPETENCIES

Piedmont Technical College General Education Competencies for All Graduates:

This course may address one or more of the following General Education Competencies (assessment will be stated when applicable):

Communicate effectively.

Assessment:

Students must interact with the instructor and others in the class via email and discussion questions.

Apply mathematical skills appropriate to an occupation.

Assessment:

Students will read and interpret tables and graphs that are linked to Word documents.

Employ effective processes for resolving problems and making decisions.

Assessment:

Students will make decisions on how to create and edit various types of Word documents.

Demonstrate the basic computer skills necessary to function in a technological world.

Assessment:

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Students must prepare all documents using Word.

To validate proficiency in the general education competencies, students in some programs will be tested using Work Keys.

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