COURSE OUTLINE

CITA 107 – Intermediate Word Processing

Prepared By: (Tim Davey)

CANINO SCHOOL OF Engineering Technology (Decision & Network Systems Department)
Elective
February 2015
A. **TITLE:** Intermediate Word Processing

B. **COURSE NUMBER:** CITA 107

C. **CREDIT HOURS:** (1)

D. **WRITING INTENSIVE COURSE:** (No)

E. **COURSE LENGTH:** (7 weeks)

F. **SEMESTER(S) OFFERED:** (Fall/Spring)

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
2 lecture hours per week

H. **CATALOG DESCRIPTION:**
This course is designed to help the student attain advanced skills and knowledge needed for effective operation of word processing software and equipment. Major emphasis will be put on hands-on experience in learning how to design letterheads and newsletters, understanding the merging process, and creating tables.

I. **PRE-REQUISITES/CO-REQUISITES:**
CITA 106 or permission of the instructor

J. **GOALS (STUDENT LEARNING OUTCOMES):**
By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
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<tbody>
<tr>
<td>Research Paper Basis</td>
<td>SLO-2: Critical Thinking</td>
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<td>Desktop Publishing and Graphic Design</td>
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<td>SLO-3: Professional Competence</td>
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<td>Web Page Creation and Enhancement, and Blogs</td>
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<td>SLO-3: Professional Competence</td>
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K. **TEXTS:**
*Exploring Microsoft Word Comprehensive*
b by Lynn Hogan, Linda Lau, Robert T. Grauer, Mary Anne Poatsy

L. **REFERENCES:** To be determined by the instructor

M. **EQUIPMENT:** Computers, Printers, LCD, Dry Erase Board
N. **GRADING METHOD:**
Standard grading method A - F

N. **MEASUREMENT CRITERIA/METHODS:**
- Quizzes
- Papers
- Participation
- Final Exam

P. **DETAILED COURSE OUTLINE:**
1. **Chapter 4 Research Paper Basis**
   a. Research Paper Basics
   b. Using a Writing Style and Acknowledging Sources
   c. Creating and Modifying Footnotes and Endnotes
   d. Exploring Special Features
   e. Reviewing a Document
   f. Tracking Changes
   g. Document Tracking
   h. Online Document Collaboration
   i. Using SkyDrive
   j. Sharing and Collaborating on Documents

2. **Chapter Five Desktop Publishing and Graphic Design:**
   a. Creating a Newsletter, Working with Graphics, and Linking Objects
   b. Desktop Publishing
   c. Constructing a Newsletter
   d. Developing a Document Design
   e. Decorative Text and Drawing Tools
   f. Inserting Graphic Objects
   g. Manipulating Graphic Objects
   h. Object Linking and Embedding
   i. Using OLE to Insert an Object
   j. Updating a Linked Object
   k. Selecting a Template from the Backstage View
   l. Creating a Word Template
   m. Using Building Blocks
   n. Merging Documents
   o. Using Navigational Tools

3. **Chapter Seven Document Automation: Forms, Macros, and Security**
   a. Creating an Electronic Form
   b. Inserting Form Controls
   c. Protecting a Form
   d. Introduction to Macros
   e. Creating a Macro
   f. Running a Macro
   g. Setting Passwords to Open a Document
4. Chapter Eight Word and the Internet: Web Page Creation and Enhancement, and Blogs
   a. Web Page Creation
   b. Customizing the Ribbon
   c. Building and Publishing a Web Page
   d. Creating a Blog Post
   e. Presenting a Word Document Online

Q. LABORATORY OUTLINE:
   N/A