**STATE UNIVERSITY OF NEW YORK**
**COLLEGE OF TECHNOLOGY**
**CANTON, NEW YORK**



**MASTER SYLLABUS**

**CITA 106 – INTRODUCTION TO WORD PROCESSING**

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**CANINO SCHOOL OF ENGINEERING TECHNOLOGY**
**%DECISION SYSTEMS**
**FALL 2018**

**A.** **TITLE**: Introduction to Word Processing

**B.** **COURSE NUMBER:** CITA 106

**C.** **CREDIT HOURS: (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)**

    **# Credit Hours:** 1
    **# Lecture Hours: 2 per week**
    **# Lab Hours:**     **per week**
      **Other:**     **per week**

    **Course Length:** 7 **Weeks**

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

**E.** **GER CATEGORY:** None

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

**G.** **COURSE DESCRIPTION:** This course is designed to help students attain the necessary skills and knowledge needed for effective operation of word processing software and equipment. This course will introduce concepts of word processing equipment, input, output, storage and retrieval, distribution and software. Major emphasis will be put on hands-on experience. Two hours lecture per week for seven weeks.

**H.** **PRE-REQUISITES/CO-REQUISITES:**

    a. Pre-requisite(s): none
    b. Co-requisite(s): none
    c. Pre- or co-requisite(s): none

**I.** **STUDENT LEARNING OUTCOMES:**

By the end of this course, the student will be able to:

| _Course Student Learning Outcome [SLO]_ | _ISLO_ |
|---|---|
| a. Create and edit a document | 5 |
| b. Format a document | 5 |
| c. Use research tools to enhance productivity | 1[W] 5 |
| d. Design and setup a mail merge | 5 |
| e. Use graphics to enhance a document | 5 |
| f. Advanced Features: Outlines, Tables, Styles, and Selections | 1[W] 5 |

**J.** **APPLIED LEARNING COMPONENT:**     Yes__X___     No_____
        • Classroom/Lab

**K.** **TEXTS:** As determined by the instructor

**L.** **REFERENCES:** As determined by the instructor

**M.** **EQUIPMENT:** Computer lab classroom

**N.** **GRADING METHOD:** A-F

**O.** **SUGGESTED MEASUREMENT CRITERIA/METHODS:**
- Exams
- Quizzes
- Participation
- Assignments

**P.** **DETAILED COURSE OUTLINE:**

I. Introduction to Word
- A. Understand how word processors work
- B. Customize Word
- C. Use features that improve readability
- D. Check spelling and grammar
- E. Display a document in different views
- F. Prepare a document for distribution
- G. Modify document properties

II. Document Presentation
- A. Apply font attributes through the Font dialog box
- B. Control word wrap
- C. Set off paragraphs with tabs, borders, lists, and columns
- D. Apply paragraph formats
- E. Understand styles
- F. Create and modify styles
- G. Format a graphical object
- H. Insert symbols into a document

III. Collaboration and Research
- A. Insert comments in a document
- B. Track changes in a document
- C. Acknowledge a source
- D. Create and modify footnotes and endnotes
- E. Insert a table of contents and index
- F. Add other reference tables
- G. Create cross-references

IV. Document Productivity
- A. Insert a table
- B. Format a table
- C. Sort and apply formulas to table data
- D. Convert text to a table

E. Select a main document
F. Select or create recipients
G. Insert merge fields
H. Merge a main document and a data source

V. Advanced Features:  Outlines, Tables, Styles, and Selections
A. Bullets and List
B. Creating an Outline
C. Tables
D. Styles
E. The Outline View
F. Working in Long Documents

VI. Desktop Publishing and Graphic Design
A. Construct a newsletter
B.  Develop a document design
C.  Insert graphical objects
D.  Manipulate graphical objects
E. Use OLE to insert an object
A. Update a linked object

**Q.** **LABORATORY OUTLINE:**  N/A