MASTER SYLLABUS

CITA 107 – Intermediate Word Processing

Created by: Tim Davey
Updated by: Minhua Wang
A. **TITLE**: Intermediate Word Processing

B. **COURSE NUMBER**: CITA 107

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

G. **COURSE 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.

H. **PRE-REQUISITES/CO-REQUISITES**:
   
a. Pre-requisite(s): CITA 106 Introduction to Word Processing
   
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:

<table>
<thead>
<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>ISLO</th>
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<tbody>
<tr>
<td>a. Research Paper Basis</td>
<td>5</td>
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<tr>
<td>b. Desktop Publishing and Graphic Design</td>
<td>5</td>
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<tr>
<td>d. Word and the Internet</td>
<td>1[W]</td>
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<tr>
<td>e. Web Page Creation and Enhancement, and Blogs</td>
<td>1[W]</td>
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J. **APPLIED LEARNING COMPONENT**: Yes _X_ No ____

   - Classroom/Lab

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
   • Papers

P. DETAILED COURSE OUTLINE:

I. 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

II. 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
III. 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

IV. 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