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

MASTER SYLLABUS

CITA 107 – Intermediate Word Processing

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CANINO SCHOOL OF ENGINEERING TECHNOLOGY
DECISION SYSTEMS
FALL 2018

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:

Course Student Learning Outcome [SLO]	*ISLO*
a. Research Paper Basis	5
b. Desktop Publishing and Graphic Design	5
c. Document Automation: Forms, Macros, and Security	1[W] 5
d. Word and the Internet	1[W] 5
e. Web Page Creation and Enhancement, and Blogs	1[W] 5

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

K.   **TEXTS:** *Exploring Microsoft Word Comprehensive* by Lynn Hogan, Linda Lau, Robert T. Grauer, Mary Anne Poatsy. ISBN-13: 978-0133412222. ISBN-10: 0133412229. !

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