This course elaborates on the concepts and real-world applications of word processing, spreadsheets, relational databases, and slide-generated presentations using Microsoft Office (latest version). Students will complete numerous assignments for each application with the opportunity for some integration between the different applications of Word, Excel, Access, and PowerPoint.

**Prerequisites: IT 101 or CS 101**

**Credits: 5**

Successful completion of this course ensures that students have acquired an extended knowledge and understanding of Word, Excel, Access, and PowerPoint using Microsoft Office. The objectives you will have accomplished by the end of the course include these.

1. You will learn to prepare business letters, reports, newsletters, and merged documents using Word 2010 (or most current software)
2. You will learn to prepare worksheets and charts using formulas and functions with Excel 2010 (or most current software)
3. You will learn to prepare, maintain, and query relational databases using Access 2010 (or most current software)
4. You will learn to prepare integrated documents using the above applications

**Students will be able to . . .**

Prepare word processing documents that demonstrate the interpretation of specific application terminology, advanced application skills, and critical thinking skills.

Prepare word processing worksheets that demonstrate the interpretation of specific application terminology, advanced application skills, and critical thinking skills.

**Assessments**

Rubric-based assignments, projects, and/or exams.

Rubric-based assignments, projects, and/or exams.
Prepare and query relational databases that demonstrate the interpretation of specific application terminology, advanced application skills, and critical thinking skills.

Integrate documents, worksheets, and databases for the purpose of presenting information.

Rubric-based assignments, projects, and/or exams.

Specific course faculty and materials will vary by quarter. Current information can be found on my.cwu.edu.

ITAM classes are often offered in online, hybrid or traditional formats. Visit my.cwu.edu for more details or contact our office at ITAMInfo@cwu.edu.

University Policy on Academic Integrity

Academic Integrity is a standard set for this course. Students are expected to complete all of their coursework and assignments using their original words and ideas and will properly cite the words and ideas of others. Students are also expected to be honest in their interactions with the instructor. A student found to have not upheld these expectations is subject to failing this course and shall be subject to disciplinary action or sanction. The University catalog defines the term “academic dishonesty” in all its forms including, but not limited to:

• cheating on tests;

University Policy on Special Needs

If you have a disability that may prevent you from meeting course requirements, contact the instructor immediately to file a Student Disability Statement and to develop an Accommodation Plan. Course requirements will not be waived but reasonable accommodations will be developed to help you meet the requirements. You are expected to work with the instructor and the CWU Disability Support Specialist to develop and implement a reasonable Accommodation Plan. For more information please visit: www.cwu.edu/disability-support/
• copying from another student's test paper;
• using materials during a test not authorized by the person giving the test;
• collaboration with any other person during a test without authority;
• knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test or information about an un-administered test; bribing any other person to obtain an un-administered test or information about an un-administered test; substitution for another student or permitting any other person to substitute for oneself to take a test; plagiarism" which shall mean the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit;
• "Collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

The TurnItIn feature of Canvas helps students learn to use sources and citations appropriately. TurnItIn matches the material in student papers against material on the Internet and in our database of CWU papers. Representing the words or ideas of someone else as your own is a violation of the CWU Student Conduct Code and a serious infraction in this course. If you have questions about appropriate ways to include the words or ideas of other people in your papers, contact the instructor. Papers submitted to TurnItIn are added to the database of papers. Your instructor has the option of what papers and assignments may be submitted and/or randomly submitted to TurnItIn.

Central Washington University is a community of scholars and writers who are supported by the University Writing Center. Peer consultants guide students of all disciplines and all levels toward communication that will be effective in a global and diverse environment. Visit: www.cwu.edu/learning-commons/university-writing-center for more information.

We are here to help!

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