

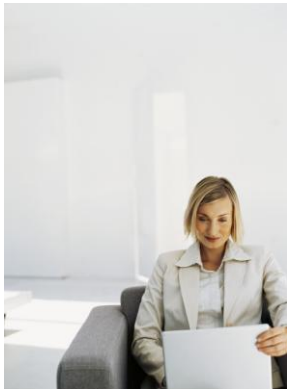
Information Technology and Administrative Management Department
www.cwu.edu/~ITAM

ITAM

**Information Technology &
Administrative Management**

Central Washington University

IT 101—Computer Applications
Hybrid Format
Course Outline – 3 Credits



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Course Description/Objectives: Develop basic skills in Windows, word processing, spreadsheets, databases, graphics, and presentation applications by using a tutorial text, training software, the Internet, campus e-mail system, Blackboard instructional website, and computerized testing software.

Course Rationale: All citizens must be computer literate. This course, Computer Applications, is designed to develop preliminary skills in word processing, spreadsheets, presentations, and database applications, as well as the Internet, the campus e-mail program, an instructional website, and computerized testing software, so that students become more computer literate. The outcomes of this course are consistent with the University's mission, "by teaching we learn;" the General Education Program's goals "to cultivate thoughtful and responsible persons and citizens, prepare them for the world of work, and teach them to pursue knowledge for its own sake;" the college's mission, "to prepare enlightened leaders for the professions and for society;" and the department's mission; "to produce competent, confident, and independent lifelong learners for a diverse world through a caring, creative, supportive, and technologically-rich learning environment."

Textbook and other required materials: Changes often due to industry demand. You will receive an updated syllabus the first day of class.

Specific Learner Outcomes:

- Demonstrate an understanding of Windows XP or Windows Vista

- Demonstrate an understanding of Microsoft Word 2007 through creating, editing, and formatting documents, using graphics, tables, and columns
- Demonstrate an understanding of Microsoft Excel 2007 through creating, editing, and formatting worksheets, cells, and charts; creating and using basic formulas; and formatting and creating charts
- Demonstrate an understanding of Microsoft Access 2007 through creating databases, tables, forms, and reports; and querying databases
- Demonstrate an understanding of Microsoft PowerPoint 2007 through creating and formatting slide presentations
- Demonstrate the ability to use campus e-mail system to communicate with instructor
- Demonstrate the ability to use Blackboard instructional website for accessing class information, submitting assignments, and taking concepts exams
- Demonstrate the ability to use computerized testing software for skill-based exams

Learner outcomes will be assessed through submitted assignments, concepts exams, and skill-based exams.

Course Topics:

Windows XP or Windows Vista	Microsoft Word 2007	Microsoft Excel 2007	Microsoft Access 2007	Microsoft PowerPoint 2007
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