


Information Technology and Administrative Management Department
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 <p style="color: red; font-weight: bold; margin: 0;">Information Technology & Administrative Management</p> <hr style="width: 50%; margin: 0 auto;"/> <p style="margin: 0;">Central Washington University</p>	<p style="font-size: 1.2em; font-weight: bold; margin: 0;">IT 204</p> <p style="font-weight: bold; margin: 0;">Word Processing Applications Course Syllabus - 3 credits</p>
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Course Description: This course provides a comprehensive presentation of Microsoft Word 2007. The class is organized using primarily a web-based approach whereby the student will complete specific assigned materials either in the lab or outside of the lab and submit the assignments via Blackboard by a specific date (see Modules). Other than indicated exam dates, the student is not required to be in the lab; however, I will be available in the labs from noon until 4 pm on Mondays and Wednesdays for assistance. Other than exam days, you may use the lab anytime during those hours regardless of your specific class time. Your CWU ID will be required on exam days.

Course Objective: Successful completion of this course ensures that students have acquired an extended knowledge and understanding of Word using Microsoft Word 2007.

Learning Objectives:

The objectives you will have accomplished by the end of the course include these.

- You will learn to create headers, footers, page breaks, sections, etc. using Word 2007
- You will learn to create lists and columns, nonbreaking spaces, table of contents using Word 2007
- You will learn to create tables and graphics and use wordart and symbols using Word 2007
- You will learn to create a bibliography, insert comments, and add references using Word 2007
- You will learn to create documents with mail merge using Word 2007
- You will learn to create desktop publishing documents using Word 2007

Learner Outcomes:

Learner Outcome	Assessment
1. Demonstrate an understanding of using headers/footers, page and section breaks	Outcomes will be assessed through assignments and objective/application exams
2. Demonstrate an understanding of lists/columns, nonbreaking spaces, table of contents	Outcomes will be assessed through assignments and objective/application exams
3. Demonstrate an understanding of using tables, graphics, wordart, and symbols	Outcomes will be assessed through assignments and objective/application exams
4. Demonstrate an understanding of creating a bibliography, inserting comments, and references	Outcomes will be assessed through assignments and objective/application exams
5. Demonstrate an understanding of using mail merge	Outcomes will be assessed through assignments and objective/application exams
6. Demonstrate an understanding of desktop publishing using Word 2007 to create documents	Outcomes will be assessed through assignments and objective/application exams

Textbook and Other Required Materials:

Microsoft Office Word 2007, Exploring Series, Comprehensive, Grauer, Hulett, Mulbery,; Pearson/Prentice Hall.