

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

	<p><b>IT 260</b>  <b>Integrated IT Applications</b>  <b>Course Syllabus - 5 credits</b></p>
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**Course Description:** This course elaborates on the concepts and real-world applications of word processing, spreadsheets, relational databases, and slide-generated presentations using Microsoft Office 2007. Students will complete numerous assignments for each application with the opportunity for some integration between the different applications of Word, Excel, Access, and PowerPoint.

**Course Objective:** Successful completion of this course ensures that students have acquired an extended knowledge and understanding of Word, Excel, Access, and PowerPoint using Microsoft Office 2007.

**Learning Objectives:**

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

- You will learn to prepare business letters, reports, newsletters, and merged documents using Word 2007
- You will learn to prepare worksheets and charts using formulas and functions with Excel 2007
- You will learn to prepare, maintain, and query relational databases using Access 2007
- You will learn to prepare and modify presentations using PowerPoint 2007
- You will learn to prepare integrated documents using the above applications

**Learner Outcomes:**

Learner Outcome	Assessment
1. Demonstrate an understanding of specific MS application terminology	Outcomes will be assessed through assignments and objective/application exams
2. Demonstrate an understanding of advanced specific application procedures	Outcomes will be assessed through assignments and objective/application exams
3. Demonstrate an understanding of integrating the applications for a project	Outcomes will be assessed through assignments and objective/application exams
4. Demonstrate an understanding of using critical thinking skills in developing a project	Outcomes will be assessed through assignments and objective/application exams
5. Demonstrate an understanding of using the internet for researching project information	Outcomes will be assessed through assignments and objective/application exams

**Textbook and Other Required Materials:**

**Microsoft Office 2007, Exploring Series, Vol 1 (bundled with Chapters from Vol. 2)**, Grauer, Hulett, Krebs, Lockley, Mulbery, Scheeren, Pearson/Prentice Hall.

\*Access to CWU eLearning Blackboard web site (<http://courses.cwu.edu>)