**CIT 107 – Microsoft Word**

**MASTER COURSE SYLLABUS**

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**Instructor:** Professor Jessica Barron

**Email:** jbarron@pennhighlands.edu

**Course Sessions:** Online (Assignment schedule attached)

**Start Date:** May 20, 2013

**End Date:** July 1, 2013

**Credits: Lecture**, 3**; Lab**,0

**Pre-requisite(s):** CIT 100 – Microcomputer Applications

**Co-requisite(s):** None

**Course Description**: This course provides basic as well as advanced information and hands-on training in the use of Microsoft Word for Windows. Students create, edit, format, revise and print documents. Students also learn to add graphics to documents and work with multiple documents as well as sorting and merging techniques.

**Course Methodology**: This course will be conducted in a fifteen-week computer laboratory setting supplemented by the myPEAK learning system. Students will study course material as assigned using the designated textbook and supplied lecture notes. Weekly homework will be assigned to ensure that the student is achieving the expected course objectives. In addition, students will be required to complete weekly assessments on the associated material as well as Hands-On Exams.

**Required Text, including ISBN**:

Gaskin, Shelly et. al, *GO! Microsoft Office Word 2010 – Comprehensive*, Upper Saddle River, NJ: Pearson Education, Inc., 2011. ISBN 978-0-13-509798-4

**Required Course Material**: Microsoft Office 2010

**Supplementary Materials**: It is recommended that students acquire a flash drive of at least 2 GB capacity.

**Course Topics:**

* Creating documents with Microsoft Word 2007
* Changing and reorganizing text
* Adding graphic and visual elements
* Creating tables
* Using special document formats, columns, styles and outlines
* Creating charts, creating web pages, and using supporting information
* Using templates and building blocks
* Using advanced table features
* Creating mass mailings
* Customizing Word
* Creating standardized forms
* Managing documents
* Working with long documents
* Embedding and linking objects
* Using macros
* Integrating Word with other Office applications

**Expected Learning Outcomes**:

Unless otherwise noted, assessment of each outcome will be by labs and exams and the success rate will be 70%.

After successfully completing this course, it is expected that the student will be able to…

1. Navigate the Word Window
2. Use the Spelling and Grammar Checker
3. Insert Headers and Footers
4. Create and Edit a Word Document
5. Select and Format Text
6. Change Document and Paragraph Layout
7. Work with Tab Stops
8. Create and Modify Lists
9. Create and Format Reference Pages
10. Insert Visual Elements
11. Create and format Tables and Table Elements
12. Use Styles and Special Formats
13. Create an Outline
14. Create and Format a Chart
15. Use Templates
16. Track Changes in a Document
17. Merge a Data Source and a Main Document
18. Create a Form Letter and a Data Source
19. Create a Customized Form
20. Protect Documents
21. Create a Master Document and Subdocuments
22. Add an Index
23. Create a Table of Contents
24. Embed Objects in a Word Document
25. Create and Use Macros
26. Integrate Word with Excel and PowerPoint

**Student Evaluation**:

The student’s final grade will be determined using the following grading policy:

90%-100% = “A”

80% - 89% = “B”

70% - 79% = “C”

60% - 69% = “D”

below 60% = “F”

Each student must demonstrate the ability to perform all learning objectives in order to receive a minimum grade of “C” for the course.

Faculty across sections will be expected to follow the established syllabus learning outcomes, instructional objectives, and all other essential elements including common course assessments.

**Course Outline**:

The following is a tentative schedule for the term. Your instructor may deviate from the schedule as deemed necessary. Advance notice will be provided by your instructor if changes are made to this schedule.

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| **Class** | **Chapter/Subject** | **Assignment** | |
| **Week 1**  May 20 - May 26 | Chapter 1: Creating Documents with Microsoft Word 2010  Chapter 2: Using Tables and Templates to Create Resumes and Cover Letters | Skills Review Project 1C Mastering Word Project 1F GO! Think Project 1L  Skills Review Project 2C Mastering Word Project 2E GO! Make It Project 2I | |
| **Week 2**  May 27- June 2  **eek 3** | Chapter 3: Creating Research Papers, Newsletters, and Merged Mailing Labels  Chapter 4: Using Styles and Creating Multilevel Lists and Charts | Skills Review Project 3C Mastering Word Project 3F GO! Make It Project 3I  Skills Review Project 4C Mastering Word Project 4E GO! Make It Project 4I | |
| **Exam 1: Chapters 1 through 4 (DUE June 2nd)** | | |
| **Week 3**  June 3 - June 9 | Chapter 5: Creating Web Pages & Using Advanced Proofing Options  Chapter 6: Building Documents from Reusable content and Revising Documents Using Markup Tools | | Skills Review Project 5C Mastering Word Project 5F GO! Make It Project 5I  Skills Review Project 6C Mastering Word Project 6E GO! Make It Project 6I |
| **Week 4**  June 10 - June 16 | Chapter 7: Using Advanced Table Features  Chapter 8: Creating mass Mailings | | Skills Review Project 7C Mastering Word Project 7E GO! Make It Project 7I  Skills Review Project 8D Mastering Word Project 8F GO! Make It Project 8I |
| **Exam 2: Chapters 5 through 8 (DUE June 16th)** | | |
| **Week 5**  June 17 - June 23 | Chapter 9: Creating Standardized Formats and ManagingDocuments  Chapter 10: Working with Long Documents | | Skills Review Project 9C Mastering Word Project 9G GO! Make It Project 9I  Skills Review Project 10C Mastering Word Project 10E GO! Make It Project 10I |
| **Week 6**  June 24 - July 1  **Week 9** | Chapter 11: Embedding and Linking Objects and Using Macros  Chapter 12: Integrating Word with PowerPoint and Modifying the Document Layout | | Skills Review Project 11C Mastering Word Project 11E Mastering Word Project 11I  Skills Review Project 12C Mastering Word Project 12E GO! Make It Project 12I |
| **Exam 3: Chapters 9 through 12 (DUE July 1st)** | | |