

Bossier Parish Community College  
Master Syllabus

**Course Prefix and Number:** CTEC 115

**Credit Hours:** 3-3-0

**Course Title:** Software Applications

**Course Prerequisites:** None.

**Textbook(s):** Nordell, SIMnet Inclusive Access for Office 365/2019, Nordell SIMbook, Office Suite Registration Code, 1st ed. (2020) ISBN: 9781264102839 / 1264102836

**Course Description:** The course includes intermediate techniques in integrated software applications including word processing, electronic spreadsheet, database, and presentation software for non-CTEC majors.

**Learning Outcomes:**

At the end of this course the student will:

- A. use intermediate techniques to create and manage word processing documents;
- B. use intermediate techniques to create and manage electronic spreadsheets;
- C. use intermediate techniques to create and manage databases;
- D. use intermediate techniques to create and manage presentations; and
- E. integrate word processing, spreadsheet, database, and presentation graphics software applications in “real world” projects.

To achieve the learning outcomes, the student will or will be able to:

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. create, edit, and manage documents; (A)
2. format text, paragraphs, sections, and documents; (A)
3. create tables and list; (A)
4. create, edit, and manage worksheets and workbooks; (B)
5. apply formulas and functions; (B)
6. create cells, ranges, tables, charts, and objects; (B)
7. create, edit, and manage a database; (C)
8. create database tables, forms, queries, and reports; (C)
9. create, edit, and manage presentations; (D)
10. insert and format shapes and slides; (D) and
11. apply transitions and animations. (D)

**Course Requirements:**

1. Achieve a course average of 70% or above.
2. Each student is expected to attend classes regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).
3. Students must have access to a Windows computer, Microsoft Office 2016, and the Internet to complete the assignments. Computer, software, and the Internet are available

Revised: 10/30/2019

to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

**Course Grading Scale:**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

**Attendance Policy:** The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

**Course Fees:** This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams, and/or clinical fees.

**Nondiscrimination Statement:** Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

**COORDINATOR FOR SECTION 504 AND ADA**

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: [acao@bpcc.edu](mailto:acao@bpcc.edu)

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

**Equity/Compliance Coordinator**

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.