

Bossier Parish Community College  
Master Syllabus

**Course Prefix and Number:** CTEC 144

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

**Course Title:** Advanced MS Word

**Course Prerequisites:** CTEC 100

**Textbook(s):** LMS Integrated MindTap® Computing, Printed Access Card for Shaffer/Pinard's New Perspectives Microsoft® Office 365 & Word 2016: Comprehensive. Cengage. ISBN: 9781305881051.

**Optional Textbook/Subscription Offers from Cengage:**

Cengage Unlimited, 1 term (4 month) Printed Access Card, 1<sup>st</sup> edition,  
PAC: 9780357700037 or IAC: 9780357700006

Cengage Unlimited, Multi-term (12 month) Printed Access Card, 1<sup>st</sup> edition,  
PAC: 9780357700044 or IAC: 9780357700013

Cengage Unlimited, Multi-term (24 month) Printed Access Card, 1<sup>st</sup> edition,  
PAC: 9780357700051 or IAC: 9780357700020

**Course Description:** An in-depth exposure to Microsoft Word. The course includes how to plan, define, create, and modify documents. Practical applications of integration of other documents will also be explored in depth. The Microsoft Word 2016 certification exam is optional at the conclusion of this course.

**Learning Outcomes:**

At the end of this course, the student will:

- A. create, edit and format documents;
- B. enhance document design, styles and integration; and
- C. customize documents using advanced techniques.

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 a document (A);
2. edit and format a document (A);
3. create tables and a multiple-page report (A);
4. enhance page layout and design (B);
5. work with templates, themes, and styles (B);
6. use mail merge (B);
7. collaborate with others and integrate data (B);
8. customize Word and automate your work (C);
9. create online forms using advanced table techniques (C); and
10. manage long documents (C).

**Course Requirements:**

1. Achieve a course average of 70% or above on all learning outcomes.
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 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://catalog.bpcc.edu/content.php?catoid=5&navoid=369>

**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

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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

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