

# 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):** Nordell, SIMnet Inclusive Access for Word 365/2019 Complete, Nordell SIMbook, Single Module Registration Code, 1st ed. (2020) ISBN: 9781264102723

**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:**

- To pass the course, student must achieve a course average of 70% or above.
- Students must have access to a computer (not mobile device), Microsoft Office, 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.
- Students are required to use BPCC's LMS and are encouraged to use the BPCC Library to research topics and employment opportunities.

Revised: 3/30/2023

**Course Grading Scale:**

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 - 59

**Attendance Policy:**

Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension. Refer to the student handbook for [Attendance Policy](#).

**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.

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