Tompkins Cortland Community College

Master Course Syllabus

Course Discipline and Number: CAPS 113 **Year: 2025-2026**

Course Title: Advanced Word Processing **Credit Hours: 1**

Attendance Policy: *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

Services for Students with Disabilities: *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

Course Description

Advanced topics in Microsoft Word that meet the objectives for the Microsoft Office User Specialist (MOUS) Expert Exam in Word. Topics include customizing paragraphs, formatting documents, creating and modifying forms using various form controls, customizing tables, creating and modifying graphics, customizing word, workgroup collaboration, and using mail merge. Prerequisites: CAPS 111; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Occasionally.

Course Context/Audience

This is an advanced level course in the use of the electronic word processor that can be used to satisfy a CAPS elective requirement. It satisfies the writing/research component of TC3 General Education Goal #4 and should transfer to most four year colleges as a computer literacy elective.

Basic Skills/Entry Level Expectations

Writing: WC College level writing skills are required. See course co-requisites or pre-requisites.

Math: M2 Completed MATH 090 (if needed) - Course requires only the use of basic mathematical skills.

Reading: R4 Before taking this course, students must satisfactorily complete RDNG 116 or have assessment indicating that no reading course was required.

Course Goals

1. Students will learn the basic uses of a word processor and become familiar with advanced features and functions.

2. Upon successful completion of CAPS 113, students should be able to customize paragraphs, use advanced formatting techniques, create and customize forms and tables, work with graphics, and exhibit proficiency with merges and workgroup collaboration.

Course Objectives/Topics

Objective/Topic	# Hours
Customizing Paragraphs a) Control pagination b) Sort paragraphs in lists and tables	2 Hours
Formatting Documents a) Create and format document sections b) Create and apply character and paragraph styles c) Create and update document indexes and tables of contents, figures, and authorities d) Create cross-references e) Add and revise endnotes and footnotes f) Create and manage master documents and subdocuments g) Move within documents	3 Hours
Forms a) Create and modify forms using various form controls b) Create forms and prepare forms for distribution	2 Hours

Customizing Tables a) Use Excel data in tables b) Perform calculations in Word tables	2 Hours
Creating and Modifying Graphics a) Create, modify, and position graphics b) Create and modify charts using data from other applications c) Align text and graphics	3 Hours
Customizing Word a) Create, edit, and run macros b) Customize menus and toolbars	3 Hours
Workgroup Collaboration a) Track, accept, and reject changes to documents b) Merge input from several reviewers c) Insert and modify hyperlinks to other documents and Web pages d) Create and edit Web documents in Word e) Create document versions f) Protect documents g) Define and modify default file locations for workgroup templates h) Attach digital signatures to documents	3 Hours
Using Mail Merge a) Merge letters with a Word, Excel, or Access data source b) Merge labels with a Word, Excel, or Access data source c) Use Outlook data as mail merge data source	2 Hours

General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	**HOW DOES THE COURSE ADDRESS THE OUTCOMES** (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
Students will be able to ➢ develop meaningful questions to address problems or issues. ➢ gather, interpret, and evaluate relevant sources of information. ➢ reach informed conclusions and solutions. ➢ consider analytically the viewpoints of self and others.	Not addressed.
SOCIAL/GLOBAL AWARENESS OUTCOMES	**HOW DOES THE COURSE ADDRESS THE OUTCOMES** (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
➢ Students will begin to understand how their lives are shaped by the complex world in which they live. ➢ Students will understand that their actions have social, economic and environmental consequences.	Not addressed.

Instructional Methods
The class is designed to be taught over five weeks in a lecture/lab format with approximately 2 hours per week of lecture and 2 hours of lab. The instructor should interact with students and assist them with problems they may have in completing the assignments.

Web-based sections require that the instructor be available for questions and student interaction. Instructors should post and maintain regular "virtual" office hours each week when they can respond to student questions.

Methods of Assessment/Evaluation

Method	% Course Grade
Lab Problems/Exercises	40 - 60%
Final Exam	40 - 50%
Quizzes (optional)	<= 20%

Text(s)
None

Bibliography
Microsoft Word 2003: Specialist & Expert (Signature Series), Rutkosky, Nita H., © 2004: EMC/Paradigm Publishing.

Microsoft Office Word 2003, A Professional Approach. Hinkle, Deborah, © 2004: McGraw Hill Pub. Co.

Microsoft Office Word 2003, Gary B. Shelly, Thomas J. Cashman and Misty E. Vermaat, 2nd edition, © 2005, Course Technology.

Other Learning Resources

Audiovisual No resources specified
Electronic Mous.net Internet site for Microsoft Office User Specialist Testing
Other No resources specified