Moberly Area Community College  
Syllabus

BOA266 Advanced Word Processing  
Current Term

Instructor
Office number:  
Office hours:  
Contact information:  
Classroom number:  
Class days and time:  

Catalog Description:  BOA 266 Advanced Word  
(3-0-3)  
This course teaches advanced word processing skills needed in the professional  
environment and to obtain Microsoft Word Certification. The course includes styles,  
table of contents, indexes, master documents, section breaks and complex header and  
footer usage, advanced mail merge features, online forms, and collaboration techniques.  
A desktop publishing unit is also embedded to integrate the use of word processing and  
graphics to design and produce professional looking publications. Successful completion  
of BOA266 prepares students to take the Microsoft Word Certification Exam.

Prerequisite:  
BOA106 Introduction to Business Office Administration, or instructor approval.

Prerequisite or Co-requisite:  
BOA108 Word Processing Concepts Using Microsoft Word, or instructor approval.

Text(s):  
Title: New Perspectives: Microsoft Word 2013  
Author: Zimmerman / Zimmerman / Shaffer/Pinard  
Series: New Perspectives  
Publisher: Thomson: Course Technology  

Other Required Materials:

Purpose of Course:  
The purpose of the course is to teach students the fundamental concepts of Microsoft  
Word 2013 and develop occupational proficiencies.
Course Objectives:
Upon successful completion of this course, students will be able to:
- Identify and define terminology associated with Word.
- Create, edit, and format word processing documents.
- Produce professional documents such as research papers, resumes, and cover letters.
- Effortlessly insert headers, footers, and section breaks.
- Insert tables, charts, clipart, and watermarks into word processing documents.
- Generate form letters, mailing labels, and envelopes.
- Understand the purpose and apply the concepts associated with styles.
- Produce promotional documents such as newsletters and brochures.
- Merge form letters to e-mail addresses using an Access table.
- Create and work with master documents, indexes, and tables of contents.
- Design, create, and maintain online forms for data entry.
- Work with long documents.

Course Content:
Word Tutorial 1: Creating a Document
Word Tutorial 2: Editing and Formatting a Document
Word Tutorial 3: Creating a Multiple-Page Report
Word Tutorial 4: Desktop Publishing and Mail Merge
Word Tutorial 5: Working with Templates, Themes and Styles
Word Tutorial 6: Using Mail Merge
Word Tutorial 7: Collaborating with Others and Creating Web Pages
Word Tutorial 8: Customizing Word and Automating Your Work
Word Tutorial 9: Creating Online Forms Using Advanced Table Techniques
Word Tutorial 10: Managing Long Documents

Connection with Career and Technical Education (CTE) Outcome Statement:
In compliance with MACC’s CTE outcomes, the student who successfully completes this course will be able to:
- Students will demonstrate effective written and oral communication skills.
- Students will think critically while systematically assessing problems, identifying issues and implementing solutions.

ASSESSMENT OF STUDENT LEARNING

Grade Scale:
A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% and below

Assessment:
(State the way learning outcomes will be measured. They may be measured through, but not limited to, the following: objective and essay questions, papers, quizzes, oral presentations, class participation, small group work, and/or projects.)
**Description of Assignment(s)/Project(s):**

**INSTRUCTOR POLICIES**

**Tardiness:**
per instructor’s policy

**Make-up and late work:**
per instructor’s policy

**Extra-credit work:**
per instructor’s policy

**Schedule of Student Assignments/Activities:**
(Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered.)

**Other:**
List any other instructor policies

**COLLEGE POLICIES:**

**Attendance:**
Any student who misses two consecutive weeks of class during a regular sixteen-week semester or the equivalent proportion of class time during a shorter session will be dropped from the class by the instructor unless acceptable justification is supplied. Additionally, any student who misses more than one-fourth of the entire number of in-seat class meetings in a regular 16-week semester or the equivalent proportion of class time during a shorter session, may be dropped from that class by the instructor if, in the opinion of the instructor, the student does not have reasonable opportunity to succeed in the class. A student’s attendance rate will be calculated based upon the first day of the semester (not the student’s date of enrollment in the course).

Student attendance must be defined in a different manner for online, hybrid, and virtual courses. Student attendance in these courses is defined as active participation in the course. Online, hybrid, and virtual courses will, at a minimum, have weekly mechanisms for student participation, such as any or all of the following methods:

a. Completion of quizzes or exams  
b. Submission of assignments  
c. Participation in threaded discussions  
d. Communication with the instructor

A student who does not participate in an online, hybrid, or virtual course for two consecutive weeks will be dropped by the instructor unless acceptable justification is supplied. As with ground courses, a student’s attendance rate in online courses will also be calculated based upon the first day of the semester. If a student does not
demonstrate active participation in the online course within the first two weeks (or the equivalent proportion of class time during a short session), the student will be dropped as “never attended.” Simply logging into an online class does not constitute active participation.

Students should be aware that their dropping a course and their last date of attendance in the course may impact their financial aid.

Academic Dishonesty:
MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (Policy Handbook M.010). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

Student Email:
MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

ADA Statement:
Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 Ext. 11240 or the Columbia office at (573) 234-1067 Ext. 12120, or visit our web page at http://www.macc.edu/index.php/services/access-office.

Title IX Statement:
MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see http://www.macc.edu/sexual-misconduct-policy or contact Dr. Jackie Fischer, MACC’s Title IX Coordinator, at 660-263-4110, Ext. 11236 or jackief@macc.edu.