

Course Code: CTC 173

Course Title: Word Processing Applications III

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 52.0407

Repeatability: 0

Credit Hours

Catalog Notation: 1-0-1

Credit Hour Distribution:

Lecture: 1

Lab: 0

Clinical: 0

Total: 1

General Course Information

Catalog Description

Word processing using Microsoft Word; word processing software for more complex types of business documents.

General Course Objectives

To enable students to acquire and develop skill in the efficient use of word processing applications on a computer.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

Credit or concurrent enrollment in CTC 172

Methods of Evaluation

5 lessons, 1 project, 1 exam, Gmetrix and MOS exams.

Instructional Materials and Additional Supplies

Microsoft Word 365 In Practice, SIMnet

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Working Collaboratively and Integrating Applications	<ol style="list-style-type: none"> 1. Devise collaboration by using advanced Comments and Track Changes features and sharing documents. 2. Organize with Word collaboration features to compare, combine, and protect documents. 3. Create, embed, and link content from other Microsoft Office applications into a Word document. 4. Devise mail merge rules to customize how data merges into a Word document from other Office applications. 5. Create bookmarks into a document. 	4	0	0
Automating Tasks Using Templates and Macros	<ol style="list-style-type: none"> 1. Create, save, and use a template to generate commonly used documents. 2. Create customized template content using a variety of Word fields and styles. 3. Create, run, and delete a macro. 4. Revise an existing macro using Visual Basic and add a keyboard and button shortcut to run a macro. 5. Create and use a macro-enabled template to automate common tasks and copy a macro to another document. 	4	0	0
Working with Forms and Master Documents	<ol style="list-style-type: none"> 1. Create, customize, and arrange a variety of content control fields. 2. Create and customize advanced content control fields where a user selects from a list of choices. 3. Modify a content control field to change the format and lock content, and use Design mode to edit placeholder text. 4. Create a form based on a template, group content control fields, protect and edit a form, fill in a form, and save a form based on a template. 5. Manage a long document using a master document that contains subdocuments. 	4	0	0
Customizing Word and Using OneDrive and Office Online	<ol style="list-style-type: none"> 1. Modify Word options, the Ribbon, and the Quick Access toolbar to personalize the working environment. 2. Modify Office account settings and install an Office add-in. 3. Modify OneDrive sharing options. 4. Create, edit, share, collaborate, and comment on a document using Office Online. 	2	0	0
Preparing for Certification Exam	<ol style="list-style-type: none"> 1. Complete at least two GMetrix (CertPREP) practice exams to demonstrate readiness to take MOS certification exam. 	1	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0