

## TEC-036: Word 3 (Advanced)

### Lifelong Learning Online Course Syllabus

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**Target Audience:** Open to Everyone  
**Course Access:** [ce-connect.fresno.edu](https://ce-connect.fresno.edu)

**Course Description:** Word is the most powerful and popular word processing programs in business today. As a communication tool, it excels at formatting and communicating information. But the tools of Word far exceed the capabilities we expect from a word processing program. In this course we are going to address some of these advanced features that will enable you to stand out from the crowd. These skills will provide you with a new level of competency including Borders and Shading, Multilevel lists, Footnotes, and collaboration tools like Hyperlinks and webpages. Students taking this course are assumed to have a basic knowledge of Word (Word 1 – Beginning) and functionality (Word 2 – Intermediate) and access to Microsoft Word 2011 or later on either platform.

**Note:** This course does not provide direct instructor contact; assignments are included in the course to help students process the information learned and will not be evaluated by the instructor.

**Required Texts and Course Materials:** There is no required book for this course. Relevant online resources that support the course content and encourage further investigation will be available throughout the course assignments. Active hyperlinks are utilized throughout the course and will link to the appropriate information when clicked. These include videos, podcasts, worksheets, online activities, journal articles and other resources.

**Course Dates:** Self-paced; students may enroll at any time and take up to one year, from the date of registration, to complete assignments.

#### Course Student Learning Outcomes (C-SLO)

<b>Student Learning Outcomes for This Course</b>	
By the end of this course student will be able to:	
C-SLO 1	Apply Borders and Shading to paragraphs
C-SLO 2	Use multilevel listing to display outline information
C-SLO 3	Use Proofing tools such as AutoCorrect and AutoText
C-SLO 4	Use graphics to make your communication more inviting
C-SLO 5	Insert Photos and Clipart into your documents
C-SLO 6	Use Comments and Hyperlinks to communicate more effectively
C-SLO 7	Compare documents for content
C-SLO 8	Post your word processing document as a web page

C-SLO 9	How to use Speech to Text and Text to Speech to make you a better communicator
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### Topics, Assignments, and Activities

Module Title	Module Assignments and Activities
<b>Welcome Module</b>	<ul style="list-style-type: none"> <li>• Welcome Video</li> <li>• Course Syllabus</li> <li>• Introduce Yourself Forum</li> </ul>
<b>Module 1 – Borders, Shading, Multilevel Lists</b>	<ul style="list-style-type: none"> <li>• Borders, Shading, Multilevel Lists</li> </ul>
<b>Module 2 – Proofing</b>	<ul style="list-style-type: none"> <li>• Word Count, Readability Level, AutoCorrect, AutoText, Word Count, Readability, AutoCorrect, AutoText, Forum Reflection</li> </ul>
<b>Module 3 – Powerful Tools</b>	<ul style="list-style-type: none"> <li>• Drawing, Footnotes and Endnotes, Track Changes, Mail Merge, Tables, Forum Reflection</li> </ul>
<b>Module 4 – Graphic Options</b>	<ul style="list-style-type: none"> <li>• Desktop Publishing, Watermark, Pictures</li> <li>• Smart Art, Forum Reflection</li> </ul>
<b>Module 5 – Collaboration</b>	<ul style="list-style-type: none"> <li>• Hyperlinks, Web Page, Comparing Documents</li> <li>• Protecting Your Work, Speech Business, Speech Education, Forum Reflections</li> </ul>
<b>Module 6 – Final Project</b>	<ul style="list-style-type: none"> <li>• Final Project, Forum Reflection</li> </ul>
<b>Course Wrap-up</b>	<ul style="list-style-type: none"> <li>• Final Reflection Forum</li> <li>• Course Evaluation</li> <li>• Course Completion Checklist</li> <li>• Grade Report and Transcript Requests</li> </ul>

**Instructor/Student Contact Information:** This course does not provide direct instructor contact. Assignments are only included in the course to help students process the information learned.

**Requesting a Certificate of Completion:** When all work for the course has been completed, students will need to email [prof.dev@fresno.edu](mailto:prof.dev@fresno.edu) to request a Certificate of Completion. Please allow at least two weeks for the certificate to be sent.

**University Policies and Procedures:** Students are responsible for becoming familiar with and observe all policies and procedures related to their participation in the university community. A summary of university policies may be found on the university website at <https://ce.fresno.edu/lifelong-learning-policies-and-procedures>.