

**Clackamas Community College**  
Online Course/Outline Submission System

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**Section #1 General Course Information****Department:**Business & Computer Science: Business**Submitter**

First Name: Beverly

Last Name: Forney

Phone: 3115

Email: beverlyf

**Course Prefix and Number:**BT - 161**# Credits:**3**Contact hours**

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

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**Course Title:**Word II**Course Description:**

This is an intermediate level course where students learn more advanced features of the Microsoft Word software program. The course is designed for students who have completed BT-160, Word I.

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**Type of Course:**Career Technical Preparatory**Reason for the new course:**

Coming forward for outline review.

**Is this class challengeable?****Yes****Can this course be repeated for credit in a degree?****No**

Is general education certification being sought at this time?

**No**

Does this course map to any general education outcome(s)?

**No**

Is this course part of an AAS or related certificate of completion?

**Yes**

**Name of degree(s) and/or certificate(s):**Business AAS and Certificates

Are there prerequisites to this course?

**Yes**

**Pre-reqs:**BT-160

**Have you consulted with the appropriate chair if the pre-req is in another program?**

**No**

Are there corequisites to this course?

**No**

Are there any requirements or recommendations for students taken this course?

**Yes**

**Recommendations:**Pass BT-124 and 40 words per minute typing skill

**Requirements:**None

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**No**

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit:**No

When do you plan to offer this course?

- ✓ **Winter**
- ✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**No**

Will this course appear in the schedule?

**No**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. automate and customize formatting of documents,
2. efficiently navigate within and between documents,
3. proof documents for spelling and grammar, and utilize translation tools and revise effectively to produce mailable documents;
4. create, retrieve, edit, save, and print documents such as tables, letters, memos, and reports;
5. format with special features including multilevel lists, customized headers and footers, charts, special characters, Quick Parts, and Quick Styles;
6. insert appropriate references including footnotes, endnotes, citations, bibliographies, indexes, and specialized tables;
7. manage shared documents by tracking, protecting, customizing properties, and creating multiple versions.

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***This course does not include assessable General Education outcomes.***

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**Major Topic Outline:**

#### LEVEL 2. UNIT 1. FORMATTING AND CUSTOMIZING DOCUMENTS

1. Customizing Paragraphs and Pages—insert custom numbers and bullets, multilevel list numbering, and customized headers and footers; creating and formatting a chart; printing features.
2. Proofing Documents—checking spelling and grammar options; creating a custom dictionary; using the Thesaurus and research information.
3. Automating and Customizing Formatting—customizing AutoCorrect; creating, inserting, sorting, editing, and deleting Quick Parts and building blocks; and inserting fields and customizing the Quick Access toolbar.
4. Customizing and Navigating in a Document—create, apply, save, edit, and delete custom themes and Quick Styles; create and navigate bookmarks; insert hyperlinks; and create a cross-reference.

#### LEVEL 2. UNIT 2. REFERENCING AND SHARING INFORMATION

5. Inserting Special Features and References—sorting text in paragraphs and columns; sorting records in a data source; insert nonbreaking spaces; finding and replacing special characters; create, manipulate, and print footnotes and endnotes, and citations and bibliographies.
6. Creating Specialized Tables and Indexes—create, customize, and update and/or delete a table of contents, index, table of figures, and table of authorities.

7. Working with Shared Documents—insert, edit, print, and delete comments; tracking changes for shared documents, including customizing changing options, accepting/rejecting revisions, and comparing documents; and combining documents.

8. Protecting and Preparing Documents—protecting documents by restricting formatting and editing, with a password, and as read only; prepare document for distribution by modifying properties, inspecting, encrypting, and restricting permission; create and remove a digital signature; and compatibility checker and customizing Word options.

Does the content of this class relate to job skills in any of the following areas:

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|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course:0%

First term to be offered:

**Next available term after approval**

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