Clackamas Community College

Online Course/Outline Submission System

☑ Show changes since last approval in red | Print | | Edit | | Delete | | Back |

| Reject | | Publish |

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 - 160

 # Credits: 3

Contact hours

Lecture (# of hours): 33
Lec/lab (# of hours):
Lab (# of hours):   22
Total course hours: 55

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.

Course Title: Word I

Course Description:

Introductory-level course where students learn basic concepts of the Word software program. This course is designed for students who have no or little knowledge of Word.

Type of Course: Career Technical Preparatory

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 & Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: BT-120 or instructor consent

Have you consulted with the appropriate chair if the pre-req is in another program? Yes (A 'Yes' certifies you have talked with the chair and have received approval.)*

Are there corequisites to this course?

No

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

Yes

Recommendations: 35 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?

Yes

Have you talked with a librarian regarding that impact?

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

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. create, retrieve, edit, save, and print documents such as tables, letters, memos, and reports;
2. demonstrate the ability to proofread documents for spelling and grammar and revise effectively to produce mailable documents,
3. apply specialized formatting to characters, paragraphs, and documents;
4. use file management concepts to organize and maintain documents,
5. demonstrate the ability to customize documents using headers, footers, page numbering, and backgrounds;
6. create and format tables and SmartArt,
7. exhibit the ability to enhance documents with images, styles, themes, columns, WordArt, and shapes;
8. create and edit documents by merging MS Office applications.

This course does not include assessable General Education outcomes.

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:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
: