

**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 - 161

---

**# 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 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.

---

**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 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?

**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?

✓ **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. demonstrate the ability to automate and customize formatting of documents;
2. demonstrate the ability to efficiently navigate within and between documents;
3. demonstrate the ability to 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. demonstrate the ability to format utilizing special features within MS Word—including multilevel lists, customized headers and footers, charts, special characters, Quick Parts, and Quick Styles;
6. demonstrate the ability to insert appropriate references within a Word document—including footnotes, endnotes, citations, bibliographies, indexes, and specialized tables;
7. demonstrate the ability to manage shared documents by tracking, protecting, customizing properties, and creating multiple versions.

---

***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       | <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**

:

---