

# 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**

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**Course Prefix and Number:** BT - 262

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**# Credits:** 4

**Contact hours**

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours): 33

Total course hours: 66

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:** Integrated Projects

**Course Description:**

Advanced use and integration of Microsoft Word, Excel, Access and PowerPoint skills in creating letters, reports, and forms; creation of advanced Excel worksheet reports and budgets; creation of Access databases to generate reports and forms; creation of PowerPoint presentations. Introduction to the use of Adobe Professional for use with documents, forms, and web pages. Google applications such as documents, presentations, spreadsheets, and Gmail.

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**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:** Pass BT-161 with a C or better

**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?

**No**

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: Yes**

When do you plan to offer this course?

✓ **Fall**

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?

**Yes**

Will this course appear in the schedule?

**Yes**

**Student Learning Outcomes:**

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

1. utilize advanced MS Word features in the creating of various documents such as newsletters, forms, research papers, proposals, brochures, mailing labels, and resumes;
2. utilize advanced Excel concepts in the creation of budgets, invoices, loan amortization schedules, financial reports, and financial forecasts;
3. utilize advanced MS Access in the creation of database files in which queries, tables, reports, and forms are produced;
4. utilize advanced MS PowerPoint skills in the creation of training presentations, posters, animated slide shows with sound, and flyers;
5. complete projects that utilize and integrate MS Word, Excel, Access, and PowerPoint such as budget and finance presentations, reports, training materials, and sales inventories;
6. utilize Adobe Professional to design, create, and develop forms: convert and edit pdf documents; comment and highlight text within pdf documents and web pages; and convert web pages to pdf documents;
7. demonstrate the use of Google apps by sharing files; utilizing Gmail; scheduling within the Google Calendar; storing files on Google Drive; and the utilization Google Docs, Sheets, and Presentations to create spreadsheets, documents, and presentations.

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

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**Major Topic Outline:**

1. Utilize advanced features of MS Word, Excel, Access, and PowerPoint.
2. Integrate MS Word, Excel, Access, and PowerPoint to complete business related projects.
3. Utilize basic editing and form creation tools within Adobe Professional.
4. Utilize Google docs, spreadsheets, presentations, Gmail, and sharing.

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**

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