

Course Code: CTC 172

Course Title: Word Processing Applications II

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 52.0407

Repeatability: 0

Credit Hours

Catalog Notation: 1-0-1

Credit Hour Distribution:

Lecture: 1

Lab: 0

Clinical: 0

Total: 1

General Course Information

Catalog Description

Word processing using Microsoft Word; word processing software for more complex types of business documents.

General Course Objectives

To enable students to acquire and develop skill in the efficient use of word processing applications on a computer.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

Credit or concurrent enrollment in CTC 171

Methods of Evaluation

3 lessons, 3 projects, and 4 exams.

Instructional Materials and Additional Supplies

Microsoft Word 365 In Practice, SIMnet

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Using Templates and Mail Merge	<ol style="list-style-type: none"> 1. Create and customize a template based upon a Word online template. 2. Create and use a template from a blank document or an existing Word document. 3. Create envelopes and mailing labels. 4. Explain the types of merges and how to select or create a recipient list. 5. Create a merged document using the Mailings tab. 6. Create a merged document using the Mail Merge Wizard. 	4	0	0
Using Custom Styles and Building Blocks	<ol style="list-style-type: none"> 1. Create and modify styles using the Style gallery and Styles pane. 2. Revise formatting of a document by managing styles and using a styles template. 3. Create and save information in a document using the Building Blocks Organizer. 4. Create AutoText building blocks to save text and objects and insert building blocks into a document. 5. Generate building blocks with the Quick Parts gallery and insert building blocks into a document. 6. Create and use document properties and Word fields in a document. 	4	0	0
Advanced Tables and Graphics	<ol style="list-style-type: none"> 1. Revise table content using sorting, formulas, bullets and numbers, tabs and indents, and text direction. 2. Revise table layouts using table properties, cell margins, the split table feature, nested tables, and a repeated header row. 3. Revise a table design using shading, borders, and a table style. 4. Revise a picture using advanced layout and picture format options. 5. Modify pictures to remove background, apply corrections, change colors, and add artistic effects; and compress, change, and reset a picture. 6. Create, group, align, and modify a shape in a document. 	3	0	0
Using Desktop Publishing and Graphic Features	<ol style="list-style-type: none"> 1. Apply desktop publishing features to a Word document. 2. Create a custom theme and customize an existing theme. 3. Create and customize a built-in text box and create a custom text box. 4. Create and customize a SmartArt graphic. 5. Create and customize a chart. 6. Mark index entries and insert and customize an index page. 7. Create figure captions and insert a table of figures. 	4	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0