

Minnesota State College Southeast

ADMS 2416: Word Processing Applications

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites:

This course requires either of these prerequisite categories

1. All of these three

ADMS 2410 - Keyboarding I

ADMS 1417 - Word Processing I

ADMS 2417 - Word Processing II

Or

2. Both of these

ADMS 2410 - Keyboarding I

ADMS 2418 - Word Processing I & II

Corequisites: None

MnTC Goals: None

The student applies the knowledge and skills he/she has developed in Word Processing I and II.
(Prerequisites: ADMS2410 Keyboarding I, and ADMS1417 Word Processing I and ADMS2417 Word Processing II) (4 Credits: 4 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 10/05/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Analyze needs and interpret simulated instructions to produce office-quality documents
2. Perform advanced-formatting skills to produce various office documents
3. Apply word processing skills to produce a wide variety of office-quality documents

D. LEARNING OUTCOMES (General)

1. Develop prioritization skills
2. Develop time management skills
3. Demonstrate software knowledge
4. Demonstrate software troubleshooting skills
5. Analyze and solve user needs
6. Identify word processing functions
7. Perform advanced formatting skills
8. Perform editing and proofreading skills
9. Prepare columnar documents
10. Prepare complex multiple-page documents
11. Prepare forms
12. Prepare merged documents
13. Utilize spelling/grammar checking/thesaurus software capabilities
14. Prepare business letters
15. Prepare short and long multiple-page reports
16. Prepare cover page for report
17. Prepare flyers with graphics
18. Prepare outlines
19. Prepare tables with formulas and styles
20. Prepare envelopes
21. Prepare labels
22. Produce sort applications
23. Prepare newsletters
24. Utilize templates provided by Word
25. Produce graphics, including SmartArt diagrams

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted