Anoka Technical College

ADSC 1197: Microsoft Word

A. COURSE DESCRIPTION
   Credits: 4
   Lecture Hours/Week: 4
   Lab Hours/Week: 0
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   This course covers utilization of Microsoft Word software to perform word processing applications. This intensive course covers both basic and advanced features of the software package. The concepts and applications taught in the course will promote decision-making, problem solving, and critical thinking. (Prerequisites: None)(4 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 03/24/2017 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Word processing design and use concepts
   2. Microsoft Word

D. LEARNING OUTCOMES (General)
   1. Edit documents using cut, copy, paste, find and replace, spell and grammar check.
   2. Produce documents using proper formatting techniques, tables, hyperlinks, and document properties.
   3. Illustrate documents with graphics, WordArt, shapes, and charts.
   4. Apply and customize themes, building blocks, and Quick Parts to text.
   5. Perform a mail merge, and sort and filter records.
   6. Develop multipage documents create and edit styles.
   7. Integrate Word with other programs.
   8. Employ collaboration and customization tools.
   9. Demonstrate appropriate professionalism to your industry.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted