

Alexandria Technical and Community College

ADMN 1519: Word Processing Applications

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: *.*

Lab Hours/Week: 6

OJT Hours/Week: *.*

Prerequisites:

This course requires the following prerequisite

ADMN 1513 - Keyboarding/Word Processing Skills (Number of Years Valid: 5)

Corequisites: None

MnTC Goals: None

This course advances students' knowledge of formatting and editing techniques through the use of rough draft, unarranged, and handwritten copy. There is continued development of speed, accuracy, and proofreading skills through production work. Prerequisite: ADMN1513.

B. COURSE EFFECTIVE DATES: 08/26/2002 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Create office publications (announcements, flyers, and newsletters).
2. Use and design office forms.
3. Design an online resume and work with advanced tools such as mail merge and macros.
4. Utilize time management skills in completing integrated office projects.
5. Work on speed and accuracy in document production.
6. Correct and edit copy using proper proofreading marks.

D. LEARNING OUTCOMES (General)

1. The learner will demonstrate ability to design office forms and office publications and complete specialized in-basket applications by successfully completing Progress Test, Part 6, and written Objective Test, Part 6.
2. The learner will demonstrate the ability to produce correspondence, reports, tables, and use these skills in integrated office projects by successfully completing Progress Test, Part 7
3. The learner will demonstrate the ability to produce integrated office projects by successfully completing Progress Tests, Part 8 and 9.
4. The learner will demonstrate ability to correct and edit copy using proper proofreading marks by successfully completing Chapter tests 1-12.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted