

Alexandria Technical and Community College

ADMN 2522: Advanced Microsoft Word Techniques

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 2

Lab Hours/Week: 4

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

The goal of this course is to introduce learners to intermediate and advanced word processing concepts using Microsoft Word with an emphasis on preparing technical business documents and correspondence. There is development of speed, accuracy, and proofreading skills through production work and timings. The course includes creating templates, macros, tables, section breaks, merges, outlines, and designing letterheads and forms. Concepts taught prepare learners for the Microsoft Certified Application Specialist Certification exam. Prerequisite: ADMN1513.

B. COURSE EFFECTIVE DATES: 08/01/2004 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Demonstrate basic skills (creating and editing documents, formatting characters, and utilizing writing tools).
2. Format paragraphs, create tabs, and use advanced editing techniques.
3. Utilize page layout tools including margins, printing options, page and section breaks, numbering, headers, footers, styles and themes, and templates.
4. Understand advanced tables and columns.
5. Prepare documents incorporating graphics and charts.
6. Create documents incorporating mail merge and form fields.
7. Work with long documents and document sharing.
8. Sit for Microsoft Office Word Certification.

D. LEARNING OUTCOMES (General)

1. The learner will demonstrate the ability to keyboard accurately with speed.
2. The learner will demonstrate the ability to prepare documents using paragraph formatting, margins, and tabs; moving, copying, and revising text; printing and page formatting; creating tables and columns; and applying advanced topics.
3. The learner will demonstrate the ability to prepare documents using desktop publishing and graphics; fields, forms, mail merge and macros; tables and charts; long documents; revision marks; and web paging
4. The learner will participate in MOS Word certification testing at the Expert Level.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted