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