

Minnesota State College Southeast

ADMS 2417: Word Processing II

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers utilization of word processing software to increase proficiency in operating word processing software. (Prerequisite: ADMS1417) (2 Credits: 2 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 05/22/2000 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Learn intermediate-level word processing commands
2. Use intermediate-level word processing features and commands to prepare business documents

D. LEARNING OUTCOMES (General)

1. Create and edit a data source file for mail merge
2. Create a main document for mail merge
3. Create form letters using mail merge
4. Create merged envelopes and labels
5. Insert custom numbers and bullets
6. Insert multilevel lists
7. Customize and format an image
8. Insert and format text boxes
9. Create and customize charts
10. Change spelling and grammar checking options
11. Use the electronic Thesaurus feature
12. Search for specific information from online sources
13. Customize AutoCorrect and AutoFormat features
14. Insert and sort building blocks
15. Create, save, edit and insert customized building blocks
16. Insert and update fields
17. Customize the Quick Access toolbar
18. Sort text in paragraphs, columns, and tables
19. Sort records in a data source file
20. Select specific records for merging
21. Insert footnotes and endnotes
22. Insert and modify sources and citations
23. Insert and modify bibliographies
24. Create an automatic table of contents
25. Create a table of figures
26. Create captions
27. Mark index entries and insert an index
28. Create a concordance file

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted