

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT. ADSA

COURSE NUMBER: 1123

NUMBER OF CREDITS: 2

Lecture: 1 Lab: 1 OJT 0

Course Title:

Word Processing II

Catalog Description:

Word Processing II is designed to build on the concepts and applications learned in Word Processing I and to introduce more advanced word processing software features. Topics covered include proofing and navigation of documents, charts, references, specialized tables, building blocks, shared documents, macros, forms, outlines, master documents, and sub documents. Prerequisite: ADSA 1122

Prerequisites or Necessary Entry Skills/Knowledge:

ADSA 1122 Word Processing I

FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)

Goal 1: Communication: ____ by meeting the following competencies:

Goal 2: Critical Thinking: ____ by meeting the following competencies:

Goal 3: Natural Sciences: ____ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: ____ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: ____ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: ____ by meeting the following competencies:

Goal 7: Human Diversity: ____ by meeting the following competencies:

Goal 8: Global Perspective: ____ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: ____ by meeting the following competencies:

Goal 10: People and the Environment: ____ by meeting the following competencies:

Topics to be Covered

Proofing documents

Inserting headers, footers, and references

Creating specialized tables and navigating in a document

Customizing objects

Creating and modify charts

Managing building blocks and fields

Managing shared documents

Managing macros

Creating forms

Creating a table of authorities and index

Using outline view

Student Learning Outcomes

Perform document proofing features: spell check, grammar, thesaurus, readability statistics, word count, line numbering, translating text, sorting text

Insert custom headers and footers, footnotes and endnotes

Utilize reference functions to cite and edit sources
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Create, insert, and update, and delete a table of contents and table of figures

Perform document navigation features: bookmarks and hyperlinks
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Apply features to customize objects

Create and modify a chart

Create, edit, insert, customize, and delete building blocks

Manage shared documents: insert and manage comments, track changes, restrict and protect documents
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Record, edit, and run macros

Create and use a form

Create, insert, and update, and delete a table of authorities and index

Create an outline, master document, and subdocument

Demonstrate professionalism in all course communications
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Is this course part of a transfer pathway: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Revised Date: 6/2021