Course Title:
Word Processing II

Catalog Description:
This course 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

FULFILLS MN TRANSFER CURRICULUM AREA(S)
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:

Prerequisites or Necessary Entry Skills/Knowledge:
ADSA 1122 Word Processing I

Number of Credits: 2 Lecture: 1 Lab: 1
**Topics to be Covered (General)**

1. Proofing documents
2. Inserting headers, footers, and references
3. Creating specialized tables and navigating in a document
4. Customizing objects
5. Creating and modify charts
6. Managing building blocks and fields
7. Managing shared documents
8. Managing macros
9. Creating forms
10. Creating a table of authorities and index
11. Using outline view

**Student Learning Outcomes**

1. Perform document proofing features: spell check, grammar, thesaurus, readability statistics, word count, line numbering, translating text, sorting text
2. Insert custom headers and footers, footnotes and endnotes
3. Utilize reference functions to cite and edit sources
4. Create, insert, and update, and delete a table of contents and table of figures
5. Perform document navigation features: bookmarks and hyperlinks
6. Apply features to customize objects
7. Create and modify a chart
8. Create, edit, insert, customize, and delete building blocks
9. Manage shared documents: insert and manage comments, track changes, restrict and protect documents
10. Record, edit, and run macros
11. Create and use a form
12. Create, insert, and update, and delete a table of authorities and index
13. Create an outline, master document, and subdocument
14. Demonstrate professionalism in all course communications

**Is this course part of a transfer pathway:** Yes [ ] No [ ]

Revised 10/19