

DANVILLE COMMUNITY COLLEGE

COURSE SYLLABUS

Introduction Microsoft Word

DIVISION: Workforce Services **REVISED:** January 2015

CURRICULA IN WHICH COURSE IS TAUGHT: Non-Curricula

COURSE NUMBER AND TITLE: AST 133 Intermediate Microsoft Word 2013

CREDIT HOURS: 1 **HOURS/WEEK LECTURER:** 0

HOURS/WEEK LAB: 1 **LECTURE/LAB COMBINATION:** 1

I. CATALOG DESCRIPTION:

Teaches basic word processing features including how to work with tables and mail merge, create a newsletter, work with graphics, and object linking and embedding.

II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES IN WHICH IT IS TAUGHT.

Non-Curricula.

III. REQUIRED BACKGROUND (LIST ANY EXPERIENCE, PREREQUISITES, COREQUISITES NECESSARY TO ENROLL IN THE COURSE.):

None.

IV. COURSE CONTENT

- Tables
- Advanced table features
- Mail Merge
- Desktop Publishing with Word
- Decorative Text and Drawing Tools
- Object Linking and Embedding

V. LEARNER OUTCOMES

Student Outcomes	Evaluation
Students will be able to insert a table.	Class participation, homework, quizzes, lab exercises

Students will be able to format a table.	Class participation, homework, quizzes, lab exercises
Students will be able to manage table data.	Class participation, homework, quizzes, lab exercises
Students will be able to enhance table data.	Class participation, homework, quizzes, lab exercises
Students will be able to create a mail merge document.	Class participation, homework, quizzes, lab exercises
Students will be able to complete a mail merge.	Class participation, homework, quizzes, lab exercises
Students will be able to construct a newsletter.	Class participation, homework, quizzes, lab exercises
Students will be able to develop a document design.	Class participation, homework, quizzes, lab exercises
Students will be able to insert graphic objects.	Class participation, homework, quizzes, lab exercises
Students will be able to manipulate graphic objects.	Class participation, homework, quizzes, lab exercises
Students will be able to update a linked object.	Class participation, homework, quizzes, lab exercises

VI. The course supports the following general education goals/objectives

DCC Educational Objectives

- Communication
- Critical Thinking
- Information Literacy
- Quantitative Reasoning