

**COURSE SYLLABUS**

**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**

**VI. Evaluation**

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|---|---|
| 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 |

**VII. The course supports the following general education goals/objectives**

DCC Educational Objectives

- Communication
- Critical Thinking
- Information Literacy
- Quantitative Reasoning