

Minnesota Articulated College Credit (ACC) Agreement

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Agreement Name: **Advanced Word Processing**

Agreement Last Reviewed: **October 2022**

Next Review Date: **October 2024**

College Courses

Class	Title	School	Credits
ADMS 2417	Word Processing II	Minnesota State College Southeast	2.0 of 2.0
ADSA 1123	Word Processing II	Minnesota West Community & Technical College	2.0 of 2.0
ADS 2045	Advanced Word Processing	Ridgewater College	3.0 of 3.0
AOP 2330	Advanced Microsoft Word	Rochester Community & Technical College	3.0 of 3.0
OTEC 1860	Microsoft Word	South Central College	4.0 of 4.0

Curriculum Content Objectives:

To receive credit, students will master 100% of the following content objectives:

1. Getting started: insertion point, status bar, enter, exit, and help functions
2. Create, save, and retrieve documents, including save as webpage
3. Text editing functions: insert, delete, typeover
4. Basic printing commands
5. Use of spell check, thesaurus, and grammar
6. Formatting a document: line spacing, tabs and margins
7. Character formatting:
 - Attributes
 - Font size
 - Font styles
 - Convert Case
8. Ability to use themes and styles
9. Ability to use Smart Art
10. Paragraph formats: alignments, bullets and numbering, outlining, indents, line spaces, borders and shading
11. Search and replace function
12. Tab alignment:
 - Left, right, decimal & center column tabs
 - Leaders
 - Changing tab alignment character
13. Block functions:
 - Moving a block of text
 - Moving table columns
 - Copying, deleting, printing a block of text
 - Saving a block of text to a new file
14. Display and manipulate text among multiple windows

15. File maintenance:
 - Creating and deleting files
 - Insert document properties
 - Rename existing file(s)
 - Print an unopened file(s)
 - Preview a file
 - Copy/move an existing file(s)
 - Mark files for opening, deleting and printing
16. Pagination
 - Soft, hard page breaks
 - Protecting blocks from page breaks
 - Widow/orphan protection
 - Section breaks
17. Headers/footers
 - Creating, editing, deleting a header or footer
 - Suppressing a header or footer
18. Page numbering
 - Automatic page numbering/changes
 - Page numbering within header or footer
19. Reference functions
20. Mail Merge documents
21. Labels and envelopes
22. Macros/AutoText/Custom Content Controls
23. Templates/wizards from a variety of sources
24. Create and enhance tables
25. Create and modify charts
26. Text columns
27. Sorting
28. Insert and manipulate graphics from a variety of sources
29. Hypertext links
30. Enhance business reports with outlining feature
31. Create business forms using text boxes, check boxes, and drop-down lists
32. Mark information in table of contents, index, and table of figures
33. Integrate *Word* with other software applications
34. Work with shared documents and track changes to a document
35. Work with master documents and sub documents
36. Create newsletters with pull-quotes and graphics

Software Year

Word 2016 Word 2019 MS Office 365 Other (please specify) _____

Assessments:

Students must achieve no less than 80% or B for a final grade in the high school course to receive ACC.

ACC Concept:

Through Articulated College Credit (ACC) Program, specific college curriculum content goals and assessments are embedded in participating high school career and technical education (CTE) programs as specified in this agreement. Relevant knowledge, skills, and standards are taught by qualified CTE high school instructor(s) in one or more course(s). ACC is awarded if the student meets the college equivalency standards and later enrolls in the college(s) articulated requiring the course in a specific program.