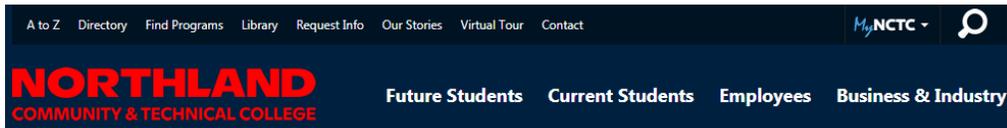


1. www.northlandcollege.edu -- click on **Employees**



2. Scroll down the Employees page -- Academics column – click on **Common Course Outlines**



3. Select appropriate **Subject**
Select appropriate **Course**
Click **Submit** button

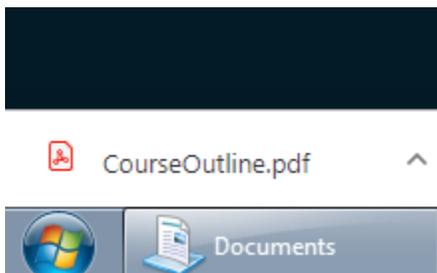
STEP 1:
Select a Subject:

STEP 2:
Select a Course:

4. scroll down to the Common Course Outline: click the **View PDF file**

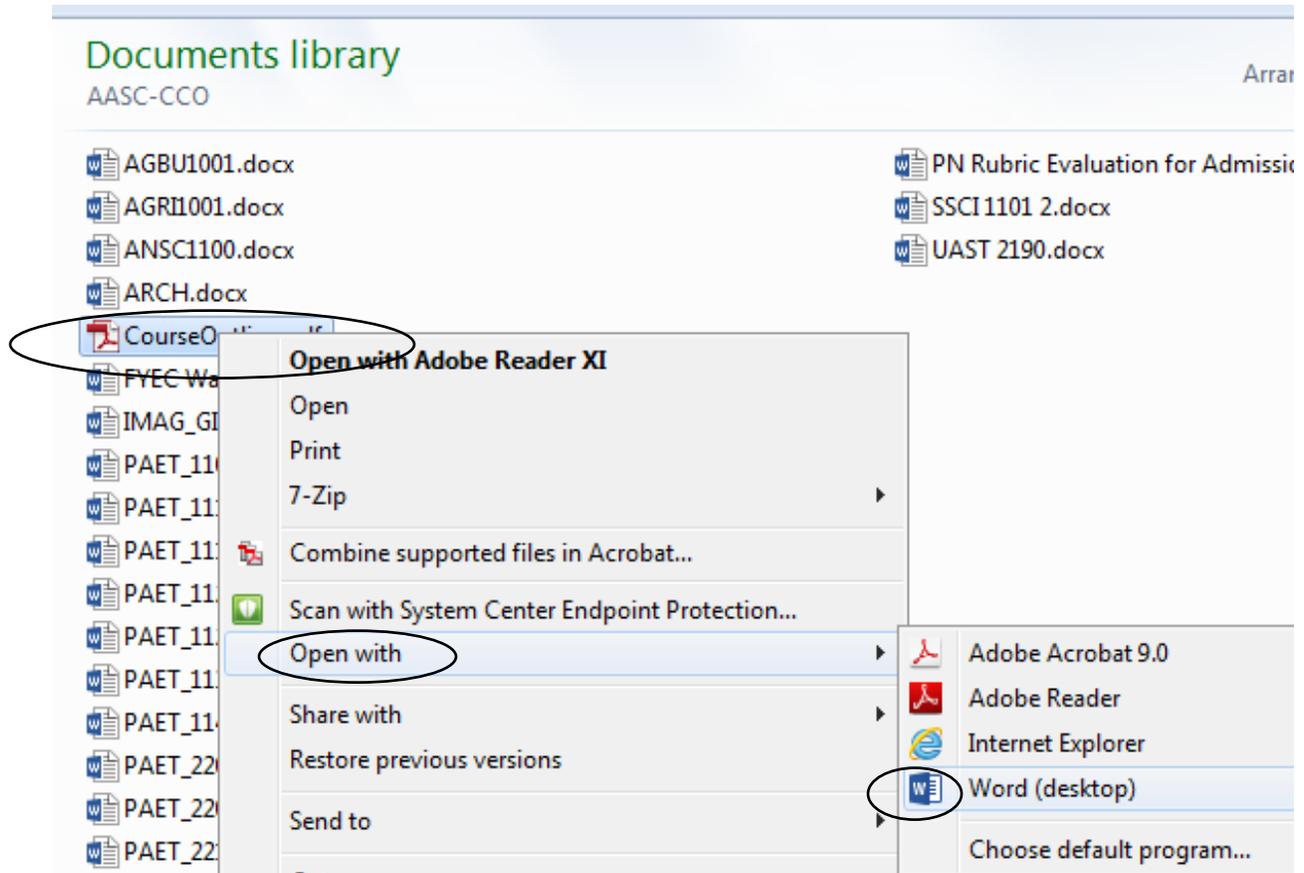
Common Course Outline: **View PDF file**

5. the PDF file will dropdown in the bottom left corner of your computer – click on it to open

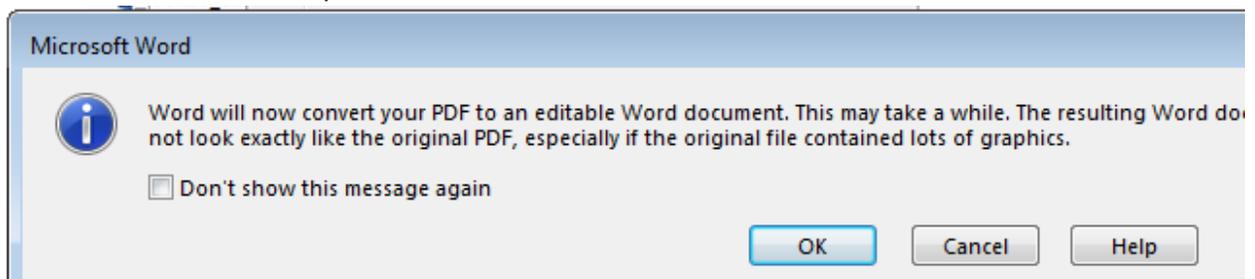


- Once the pdf file opens - select appropriate folder on your hard drive to save to (Documents Library) – click SAVE
- Go to that folder (Documents Library) where you saved the PDF

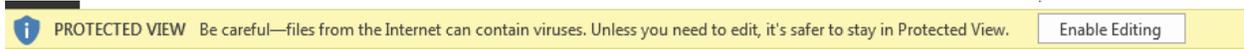
Right click on PDF – click Open with – click Word



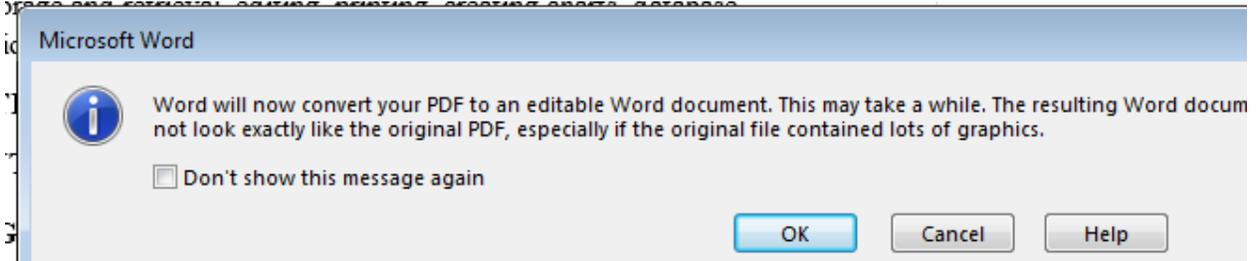
- Word will now convert your PDF to and editable Word document – click **OK**



9. Click **Enable Editing** button



10. click **OK** again



11. Click File – Save As – word document

Rename the document to appropriate course – example CDEV1105

12. Edit word document using appropriate strike through and highlighting to submit to AASC.