1. <u>www.northlandcollege.edu</u> -- click on Employees



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

Academics		
Common Course Outlines	>	
<ol> <li>Select approp</li> <li>Select approp</li> <li>Click Submit b</li> </ol>	riate <b>Subject</b> riate <b>Course</b> outton	
STEP 1: Select a Subject:	CDEV - Early Childhood & Paraprofesssional	
STEP 2: Select a Course:	CDEV 1105 - Development/Guidance	3ubmit

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



6. Once the pdf file opens - select appropriate folder on your hard drive to save to (Documents Library) – click SAVE

7. Go to that folder (Documents Library) where you saved the PDF

## **Right click on PDF** – click **Open with** – click **Word**

	Document AASC-CCO	s library	Arran
	AGBU1001.do	DCX CX	PN Rubric Evaluation for Admission
	ANSC1100.dd	DCX	UAST 2190.docx
	ARCH.docx		
<	Course0	Open with Adobe Reader XI	
	IMAG_GI	Open	
	PAET_11	Print 7-7in	
	PAET_11	Combine supported files in Acrobat	
	PAET_11	Scan with System Center Endpoint Protection	
	PAET_11	Open with	Adobe Acrobat 9.0
	PAET_11	Share with	Adobe Reader
	PAET_22	Restore previous versions	Internet Explorer
	PAET_22	Send to	Word (desktop)
	PAET_22	C .	Choose default program

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

Microsoft	Word		
1	Word will now convert your PDF to an editable Word document. This may take a while. The resulting Word d not look exactly like the original PDF, especially if the original file contained lots of graphics.		
	OK Cancel Help		

## 9. Click Enable Editing button

 PROTECTED VIEW
 Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.
 Enable Editing

## 10. click OK again

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iq	Microsoft \	Word
1	i	Word will now convert your PDF to an editable Word document. This may take a while. The resulting Word docum not look exactly like the original PDF, especially if the original file contained lots of graphics.
1		Don't show this message again
3		OK Cancel Help

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.