ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

Course discipline/number/title: AOP 1320: Microsoft Word

A.   CATALOG DESCRIPTION
1. **Credits: 3**
2. **Hours/Week: 3**
3. **Prerequisites (Course discipline/number):** None
4. **Other requirements:** None
5. **MnTC Goals (if any):** NA

B.   COURSE DESCRIPTION: This course teaches utilization of Microsoft Word to create and edit business documents such as agendas, meeting minutes, memos, letters, envelopes, labels, and reports. Tasks will include document layout and design, proofreading and editing, file storage and retrieval, and merging documents with stored variables. Emphasis will be placed on critical thinking skills in the editing and production of documents.

C.   DATE LAST REVISED (Month, year): March, 2024

D.   OUTLINE OF MAJOR CONTENT AREAS:
1. Components of business documents
2. Proofreading and editing skills
3. Document formatting
4. Language tools
5. Merged documents
6. Basic table creation
7. File format conversion
8. Embedded objects such as images, hyperlinks, and text boxes

E.   LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Create and format various types of basic business documents utilizing design and layout tools.
2. Use proofreading and editing features such as Spellcheck and Thesaurus to produce error-free documents.
3. Design professional, effective documents by selecting appropriate templates and explain design decisions.
4. Import information from external data sources.
5. Identify theories and concepts correlating to word processing applications.
6. Create a mail merge document linking to an independent data source.

F.   LEARNING OUTCOMES (MNTC): NA

G.   METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
1. Examinations
2. Assignments
3. Projects

H.   RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s):
Communication. Students will communicate appropriately for their respective audiences.

I.   SPECIAL INFORMATION (if any): None