Course discipline/number/title: AOP 2330: Advanced Microsoft Word

A. **CATALOG DESCRIPTION**
1. **Credits: 3**
2. **Hours/Week: 3**
3. **Prerequisites (Course discipline/number):** AOP 1320
4. **Other requirements:** None
5. **MnTC Goals (if any):** NA

B. **COURSE DESCRIPTION:** Students will utilize Microsoft Word to create and edit advanced documents including, but not limited to, grants, manuscripts, reports, newsletters, executive summaries, business plans, news releases, manuals, research papers, and various personnel documents. Proofreading and editing will be an integral part of the course. Students will be utilizing advanced features to create organized, error-free documents with visual appeal.

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

D. **OUTLINE OF MAJOR CONTENT AREAS:**
1. Advanced formatting
2. Templates and macros
3. Customizing text using graphic features
4. Specialized document creation
5. Mail Merge
6. Proofreading and editing skills
7. Integration with other programs

E. **LEARNING OUTCOMES (GENERAL):** The student will be able to:
1. Create and edit various complex business documents accurately and efficiently.
2. Apply the appropriate advanced editing features.
3. Inspect documents for spelling, grammar, and punctuation errors.
4. Create merged documents with information from outside sources.
5. Integrate document items from outside sources.

F. **LEARNING OUTCOMES (MNTC):** NA

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

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