

**Course discipline/number/title: AOP 2350: Microsoft Business Applications****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 is designed to give students a competitive edge in any business or industry by providing "hands-on" instruction using computer applications as business productivity tools. Students will develop word processing, and spreadsheet management presentation skills using Microsoft Word, Excel, and PowerPoint. Students will also be introduced to the Windows operating system environment.

**C. DATE LAST REVISED (Month, year):** February, 2025

**D. OUTLINE OF MAJOR CONTENT AREAS:**

1. Fundamentals of Microsoft Word, Excel, and PowerPoint
2. Formatting, proofreading, and editing skills
3. Basic spreadsheets, formulas, and functions
4. Basic tables, forms, and reports
5. Data management
6. Windows operating system

**E. LEARNING OUTCOMES (GENERAL):** The student will be able to:

1. Describe word processing, spreadsheet, and presentation software usage/applications
2. Create and format various types of basic business documents, tables, spreadsheet, forms, and reports
3. Use proofreading and editing functions to produce error-free documents
4. Compute basic calculations using functions and formulas
5. Print and save documents, workbooks, tables, and reports
6. Understand basic functions of Windows operating system
7. Design, develop, and customize presentations using transitions, effects, embedding, and hyperlinks
8. Create a basic organizational chart and flowcharts using presentation tools

**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 RCTC Core Outcome(s):  
**Communication.** Students will communicate appropriately for their respective audiences.

**I. SPECIAL INFORMATION (if any):** None