COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2330: Advanced Document Production

A. CATALOG DESCRIPTION
1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): College-level reading and writing.
4. Co-requisites (Course discipline/number): BTEC1320
5. MnTC Goals (if any): NA

This course teaches students to perform advanced document creation using industry-standard software to include but not limited to, grants, manuscripts, reports, newsletters, executive summaries, business plans, news releases, wills, depositions, manuals, research papers, and various personnel documents. Applications will include customizing error-free documents, adding visual appeal, enhancing text, and organizing text in documents. Keyboarding speed and accuracy is required.

B. DATE LAST REVISED (Month, year): November, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Advanced formatting
2. Using templates and macros
3. Customizing text using graphic features
4. Specialized document creation
5. Merging documents
6. Utilize proofreading/editing skills
7. Working independently in a self-directed environment

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Create various complex business documents accurately and efficiently.
2. Utilize the appropriate features of industry-standard software under timed conditions.
3. Measuring accuracy and quantity in the creation of documents.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Assignments
2. Periodic timed production and accuracy tests.
3. Instructor-determined examinations.

G. RTC CORE OUTCOME(S) ADDRESSED:
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (if any):
Normal fees that are charged for other computer classes and for online classes.