

Course discipline/number/title: AOP 1101: Microsoft Windows and Office Fundamentals

A. CATALOG DESCRIPTION

1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): None
4. MnTC Goals (if any): NA

This course is designed to introduce the student to fundamental office tasks and environments. Students will utilize the Windows operating system to create an organized, digital workspace. Telephone etiquette and professional traits will be emphasized.

B. DATE LAST REVISED (Month, year): February, 2018

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Office skill and competency assessment
2. Office careers exploration
3. Window features and applications
4. Digital workspace and file management
5. Office fundamentals including, but not limited to:
 - a) Telephone skills
 - b) Office equipment maintenance
 - c) Processing mail and email
 - d) Managing records
 - e) Office supply management

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

1. Identify personal competencies, strengths, interests, values, personality preferences, abilities, and skills needed in today's office environment
2. Investigate and define different office environments
3. Demonstrate office career tasks including, but not limited to: telephone skills, office equipment maintenance, processing mail/e-mail, managing records, and office supply management
4. Describe the Windows environment and key features
5. Create a file structure

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

Methods may include but are not limited to:

1. Examinations
2. Assignments
3. Projects

G. RCTC CORE OUTCOME(S) ADDRESSED:

Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

H. SPECIAL INFORMATION (if any): None