

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. MnTC Goals (if any): NA

This course is designed to give students the competitive edge in any business or industry by providing “hands-on” instruction using computer applications as business productivity tools. Students will develop word processing, spreadsheet/database management, and presentation skills using Microsoft Word, Excel, Access, and PowerPoint.

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

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Fundamentals of Microsoft Word, Excel, Access, and PowerPoint
2. Formatting, proofreading, and editing skills
3. Basic formulas and functions
4. Tables, queries, forms, and reports
5. Data management

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

1. Describe word processing, spreadsheet, database, and presentation software usage/applications.
2. Create and format various types of basic business documents, tables, spreadsheets, forms, and reports.
3. Use proofreading and editing features such as Spellcheck and Thesaurus to produce error-free documents.
4. Import information from external data sources.
5. Compute basic calculations using functions and formulas.
6. Print and save documents, workbooks, tables, and reports.
7. Describe database software usage/applications.
8. Demonstrate data management by using format, filter, query, and sorting tools.
9. Format documents, tables, spreadsheets, and reports to present data in a clear and concise manner.
10. Design, develop, and customize presentations using transitions, effects, embedding, and hyperlinks.
11. Create a basic organizational chart and flowcharts using presentation tools.

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:

Communication. Students will communicate appropriately for their respective audiences.

H. SPECIAL INFORMATION (if any): None