

Course Outline for: BUSN 1240 Word: Document Processing**A. Course Description:**

1. Number of credits: 3
2. Lecture hours per week: 3
3. Prerequisites: None
4. Corequisites: None
5. MnTC Goals: None

A comprehensive course emphasizing the creation of documents. Students plan, organize, prepare, and produce professional-quality personal and business documents as well as online forms. SmartArt, WordArt, templates, and various styles are used to enhance page layout. Students integrate Word with other applications and use macros to automate tasks. Students take the Microsoft Office Specialist (MOS): Word Exam at the completion of the course.

B. Date last reviewed/updated: March 2024**C. Outline of Major Content Areas:**

Using Microsoft Office tools for creating word documents featuring:

1. Create, edit and format documents
2. Create and design professional tables
3. Enhance page layout and design
4. Work with templates, themes, and styles
5. Use mail-merge to automate your work
6. Collaborate with others and integrate data
7. Customize Word to enhance the layout of a document
8. Utilize macros to automate repetitive tasks
9. Create online forms
10. Manage long documents, including outline, table of contents, and an index

D. Course Learning Outcomes:

Upon successful completion of the course, the student will be able to:

1. Demonstrate the use of advanced features of Word: templates, tables, columns, forms, charts and diagrams, compare and merge documents, document tracking, multi-page documents, illustrating documents with graphics, and creating a web page.
2. Create reports that will include an outline, table of contents, and an index.
3. Perform and understand the mail merge process.
4. Create and run a macro in a document. Be able to delete, and modify the macro as requested.
5. Create, delete, or modify styles for consistency and efficiency.
6. Integrate Microsoft Word with other Microsoft applications.

7. Prepare and take industry standard certification in Word.

E. Methods for Assessing Student Learning:

Methods of assessment may include, but are not limited to, the following:

1. Evaluations based on documents created with Word. Documents can be assigned as homework and as exams. The exams would be intended to measure the student's ability to create documents independently.
2. In-class activities
3. Homework assignments
4. Computer-based skills assessments

F. Special Information:

None