



## MASTER COURSE OUTLINE

A. BUSO 1648 Word Processing (WORD)

B. COURSE DESCRIPTION:

This course utilizes Microsoft Word software to perform basics and advanced information processing. Topics include document creation, editing, storage, and retrieval. Preparation of common business documents such as memos, letters, newsletters, and reports. This course emphasizes proper formatting include character, line and page formatting; cutting, copying, and moving text; finding and replacing text; creating and executing macros; creating and utilizing templates; inserting graphics; utilizing columns; creating tables; sorting and selecting specific text; utilizing styles; utilizing speller, thesaurus, and grammar checking; and effective file management and maintenance. Accurate proofreading is emphasized. Co-requisite: Keying or keying skills. Keying skills promote success in this course.

**(3 Cr – 3 lect, 0 lab)**

C. \*Core Theme: Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Create, save, open, edit, and close a Word document
- Text formatting and copy/paste text
- Paragraphs formatting
- Page formatting (border, graphics)
- File management tasks (create folder, copy, move, rename, delete documents, and display document properties)
- Writing tools (spell checker AutoCorrect, thesaurus, and grammar checking)
- AutoText feature and macros

- Templates
- Tabs
- Columns
- Tables
- Charts
- Mail merge
- Styles
- Text and file manipulation via windows multitasking
- Headers, footers, page numbering
- SmartArt and graphics

F. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<b><u>GOAL</u></b>	<b><u>OBJECTIVES</u></b> Students will be able to:	<b><u>OUTCOMES</u></b> The student will successfully:
<b><u>*Critical Thinking</u></b>	gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	1. demonstrate the ability to gather facts and apply it to meet mailability standard which results in usable office-style documents.
<b><u>CS</u></b>	acquire basic word processing skills.	1. create paragraphs and documents and demonstrating basic skills of selecting and editing, character formatting, writing tools, and saving and printing.
<b><u>CS</u></b>	use paragraph formatting, margins and tabs.	1. create documents by applying paragraph formatting, and setting margins, tabs and hyperlinks.
<b><u>CS</u></b>	move, copy, and replace text.	1. create document by moving and copying text, and finding and replacing text.
<b><u>CS</u></b>	create documents using special page format to include page and section breaks, page numbers, and headers and footers.	1. create documents using special page formatting in determining page and section breaks, page numbers, and headers and footers.
<b><u>CS</u></b>	create tables and columns.	1. create documents containing tables and columns and apply format.
<b><u>CS</u></b>	acquire advanced Word processing skills such as styles, templates and wizards, graphics/charts, SmartArt, mail merge, and document sharing.	1. create documents utilizing advanced skills of styles, templates and wizards, graphics and charts, mail merge, and work sharing.

G. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact Accessibility Services at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

H. COURSE CODING INFORMATION:

Course Code D/Class Maximum 30; Letter Grade

Revision date: 12/18/12; 03/05/24

AASC Approval date: 01/22/13; 04/16/24

<b>*Riverland Community College Disciplines</b>	<b>MnTC Goal Number</b>
Communication (CM)	<b>1</b>
Natural Sciences (NS)	<b>3</b>
Mathematics/Logical Reasoning (MA)	<b>4</b>
History and the Social & Behavioral Sciences (SS)	<b>5</b>
Humanities and Fine Arts (HU)	<b>6</b>

<b>**Riverland Community College Core Themes</b>	<b>MnTC Goal Number</b>
Critical Thinking (CT)	<b>2</b>
Human Diversity (HD)	<b>7</b>
Global Perspective (GP)	<b>8</b>
Ethical and Civic Responsibility (EC)	<b>9</b>
People and the Environment (PE)	<b>10</b>

\*These five MnTC Goals have been identified as Riverland Community College Disciplines.

\*\* These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum "10 Goal Areas of Emphasis" are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.