MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. CSBM **COURSE NO**. 1204

NUMBER OF CREDITS: 3

COURSE TITLE WORD-PROCESSING FOR SMALL BUSINESS

CATALOG DESCRIPTION This course covers the use of word-processing software for business applications. The student will be able to create, edit, manipulate and print documents using selected software.

AUDIENCE Business Owners, Employees, Entrepreneurs

FUFILLS MN TRANSFER CURRICULUM AREAS(S) (Leave blank if not applicable)
Area : by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Student is a business owner, employee or entrepreneur or by special permission of the instructor.

LENGTH OF COURSE: 16 WEEKS

THIS COURSE IS USUALLY OFFERED:
Every other year ☐ Fall ☒ Spring ☒ Summer ☒ Undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) **ACADEMIC CONTENT:** Read manual.
2) **THINKING SKILLS:** Define startup group.
3) **COMMUNICATIONS SKILLS:** Describe system configuration.
4) **HUMAN DIVERSITY:**

TOPICS TO BE COVERED: The main focus of this course is for the student to learn how to setup, implement and maintain word-processing software. This course is for students actively engaged in the ownership and/or management of a small business or a business start up.

LIST OF EXPECTED COURSE OUTCOMES:
Install and configure software.
Describe data security procedures.

Identify source documents.
Develop data entry procedures.
Perform formatting commands.
Describe printer commands.
Perform editing commands.
Describe text manipulation.
Create Macros.
Create Templates.
Perform data transfer and storage.
Create word-processing documents.
Perform page layout procedures.
Print accurate documents.

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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