

MESABI RANGE COLLEGE

Course Outline

Course Title: Project Management I: Microsoft Word
Semester Course Prefix and Number: BOPM 1241
Old Quarter Course Prefix and Number:

Submitted By: B. Skorich
Approval Date: May 2017
Revision Date:

Number of Credits: 3 **Number of Lecture Credits:** 2
Semester(s) Offered: **Number of Lab Credits:** 1 **Number of Lab Hours:** 2
Class Size: 30 **Number of Studio/Demonstration/Internship Credits:**
Negotiated by AASC on:
(date)

Course Purpose Code:

- 0 – Developmental Courses
- 1 – Non-transferable
- 2 – Technical course related to career programs
- 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
- 4 – Other college course not considered a part of MNTC (e.g. computer science, health, physical education)
- 5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.
- 9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:

This course will introduce the basic and intermediate features of Microsoft Word. Students will develop strategies for determining best application use. This course will teach students steps to use Microsoft Word effectively and efficiently for a variety of business needs. Students will continue to develop keyboarding skills for speed and accuracy. Students will learn document creation, layout, and design.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): none
Reading Prerequisite: none
Composition Prerequisite: none
Mathematics Prerequisite: none

Career Programs and Transfer Majors Accessing this Course:

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable:

(Notes: No more than two goals may be met by any one course. AASC review and the Chief Academic Officer's approval are required.)

- 0. None
- 1. Communications
- 2. Critical Thinking
- 3. Natural Sciences
- 4. Mathematical/Logical Reasoning
- 5. History and the Social and Behavioral Sciences
- 6. The Humanities and Fine Arts
- 7. Human Diversity
- 8. Global Perspectives
- 9. Ethical and Civic Responsibility
- 10. People and the Environment

Learning Outcomes: (including any relevant competencies listed in the Minnesota Transfer Curriculum)

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

- Create, format, and edit Word documents with pictures/graphics, shapes, word art, and smart art
- Create a research paper with sources and citations
- Create a business letter with features; letterhead, tables and others
- Create documents with title pages, lists, tables, and watermarks
- Use a template to create a resume and share a finished document
- Generate form letters, mailing labels
- Create a publication with graphics and other features
- Apply fonts and font effects
- Apply formatting using Format Painter
- Insert hyperlinks into documents
- Format text into columns and modify columns
- Create, format, and modify tables

Student Assessment Methods:

Assignments, projects, tests, and discussion boards.

Use of Instructional Technology: (includes software, interactive video and other instructional technologies):

This course will require use of the Internet, the submission of electronically prepared documents and discussion boards through the college's learning management system and the use of the most current version of Microsoft Word.

Additional Special Information: (special fees, directives on hazardous materials, etc.)

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

Affiliated Mesabi Range College Courses and Programs:

Approvals:

Body	Representative Signatures	Date
Faculty Association		
Academic Affairs Standards Committee		
Chief Academic Officer		

Distribution: Original – Instructional Services
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