

# MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

## Course Outline

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

**Submitted By:** C. Karpik  
**Approval Date:**  
**Revision Date:**

**Number of Credits:** 3  
**Semester(s) Offered:** Fall  
**Class Size:** 30  
Negotiated by AASC on:  
(date)

**Number of Lecture Credits:** 2  
**Number of Lab Credits:** 1      **Number of Lab Hours:** 2  
**Number of Studio/Demonstration/Internship Credits:**

### 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 intermediate features of Microsoft Word. Students will build on the foundation of basic skills learned in earlier courses to 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.

### 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:

Executive Office Management

### 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. Curriculum Committee review and the Chief Academic Officer's approval are required.)

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

**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 a Word document with pictures
- Create a research paper with citations and references
- Create a business letter with a letterhead and table
- Create a document with a title page, lists, tables, and a watermark
- Use a template to create a resume and share a finished document
- Generate form letters, mailing labels, and a directory
- Create a newsletter with a pull-quote and graphics
- Use document collaboration and integration tools
- Create a reference document with a table of contents and an index
- Create a template for an online form using macros and adding digital signatures

**Student Assessment Methods:**

Daily assignments, in-class projects, quizzes, oral presentations, tests and a final examination. SAM 2010 Assessment, Training and Projects for Microsoft Office 2010.

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

This course may require use of the Internet, the submission of electronically prepared documents and the use of the course management software program Microsoft Office 2010. Hardware may include projectors, interactive white boards, computers, printers, and other supporting technologies.

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

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

**Course Outline Revision History:**

**Approvals:**

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

**Distribution:** Original – Instructional Services  
**Copies:** Transfer Specialist, Originating Faculty Member, Records  
**Revised:** March 2010