MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

Course Outline

Course Title:	**Project Management IV: Microsoft PowerPoint & Publisher**	**Submitted By:**	**C.Karpik**
Semester Course Prefix and Number:	**EOM 1244**	**Approval Date:**	
Old Quarter Course Prefix and Number:		**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**		
Negotiated by AASC on: (date)		**Number of Studio/Demonstration/Internship Credits:**	

Course Purpose Code:

_____ **0 –** Developmental Courses
_____ **1 –** Non-transferable
__x__ **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 covers the Microsoft PowerPoint presentation and Publisher software package. This course is designed to provide the student the skills in creating computerized presentations. A variety of desktop publications are created including brochures, flyers, newsletters, business cards, calendars, and letters. Word processing and graphic's files are integrated to produce professional publications.

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. __x__ None
1. _____ Communications
2. _____ Critical Thinking
3. _____ Natural Sciences
6. _____ The Humanities and Fine Arts
7. _____ Human Diversity
8. _____ Global Perspectives
9. Ethical and Civic Responsibility

4. ____ Mathematical/Logical Reasoning
5. ____ History and the Social and Behavioral Sciences
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 and present a professional level PowerPoint presentation which includes a customized slide master, slide animation, sound effects, and hyperlinks
- Use several PowerPoint functions such as opening the software, adding a slide, applying design templates, and inserting graphics and/or text
- Apply animation, sound effects, and automatic slide timing when creating electronic presentations
- Prepare a timed presentation with content from outside sources
- Create a marketing kit with limited direction which includes coordinating marketing pieces such as a brochure, letterhead, newsletter, and business card
- Create and modify publishing pieces such as brochures, newsletters, business cards and letterhead

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