MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

Course Outline

Course Title:	**Project Management I: Microsoft Word**	**Submitted By:**	**C. Karpik**
Semester Course Prefix and Number:	**EOM 1241**	**Approval Date:**	
Old Quarter Course Prefix and Number:		**Revision Date:**	
Number of Credits: 3	**Number of Lecture Credits:**	**2**	
Semester(s) Offered: Fall	**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
__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 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. __x__ None
1. _____ Communications
2. _____ Critical Thinking
3. _____ Natural Sciences
4. Mathematical/Logical Reasoning
6. _____ The Humanities and Fine Arts
7. _____ Human Diversity
8. _____ Global Perspectives
9. _____ Ethical and Civic Responsibility
10. _____ People and the Environment

5. ____ 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