

MESABI RANGE COLLEGE

Course Outline

Course Title: Project Management IV: Digital Business Presentations	Submitted By: B. Skorich
Semester Course Prefix and Number: BOPM 1244	Approval Date: May 2017
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	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:

Students will develop digital communication skills to support work in a professional business environment. These digital communications will support employer needs and enhance internal and external business communications with a variety of stakeholders. This course provides comprehensive coverage software, delivery methods, tools, techniques, and methodologies that develop and enhance the skills necessary to effectively and efficiently create professional business materials and presentations.

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.)

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

- format and present information in a professional manner in a variety of formats
- create digital documents to meet a variety of business needs using techniques and tools that meet audience requirements
- demonstrate creative design techniques in print and electronic delivery
- create flyers, brochures, newsletters, posters and other publications using a variety of tools and techniques
- create, view, edit different types of digital communications

Student Assessment Methods:

Assignments, projects, tests, quizzes, and discussion boards.

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

The course will require use of the internet, the submission of electronically prepared documents, use of the college's learning management system, and the latest versions of Microsoft PowerPoint and Publisher.

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		

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