

MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

Course Outline

Course Title: Project Management IV: Digital Business Presentations

Submitted By: C.Norlander

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: 24

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:

Students will develop digital communication skills to support work in a professional office 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 method, tools, techniques, and methodologies that develop and enhance the skills necessary to effectively and efficiently work in an office environment.

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
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:

- 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.
- create, maintain, update, and redesign web pages using several different applications.

**Student Assessment Methods:**

Daily assignments, in-class projects, quizzes, oral presentations, tests and a final examination.

**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 and other programs as necessary. 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