

# MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

## Course Outline

**Course Title:** EOM Capstone Project  
**Semester Course Prefix and Number:** EOM 2261  
**Old Quarter Course Prefix and Number:**

**Submitted By:** C. Norlander  
**Approval Date:** October 2012  
**Revision Date:** September 2012

**Number of Credits:** 3      **Number of Lecture Credits:** 3  
**Semester(s) Offered:**      **Number of Lab Credits:**      **Number of Lab Hours:**  
**Spring**      **Number of Studio/Demonstration/Internship Credits:**  
**Class Size:** Negotiated by 30  
**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:

The EOM Capstone Course is the comprehensive integration of various administrative competencies including business knowledge, computer techniques and communication skills.

### Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): Instructor Approval

Reading Prerequisite:

Composition Prerequisite:

Mathematics Prerequisite:

### 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:

- present an oral presentation on the capstone project.
- integrate different computer software programs into the project.
- demonstrate the use of project management techniques developed in the program.

**Student Assessment Methods:**

Submission of the project proposal – including all elements  
Status report during the semester  
Submission of a timeline  
Submission of final project report and self-assessment form

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