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

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<td>Curriculum Committee</td>
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Distribution: Original – Instructional Services
Copies: Transfer Specialist, Originating Faculty Member, Records
Revised: March 2010