

**GBUS 240 Business Capstone AAS****Credit Hours:** 3 credit hours**Scheduled hours per week – Blended or e-Course**

Lecture:

Lab: 1In-person meetings approximately 8 times/semester (if blended).

Other: 2 OpenClass and MyStudentSuccessLabs online

**Catalog Course Description:** Capstone course for all Associate in Applied Science in Business degree majors. Outcomes include development of a career planning portfolio and completion of the Major Fields Test for Associate Degree. Topics to be explored include self management, personal finance, human relations, workplace ethics, diversity, and accountability.

**Prerequisites:** This course should be taken in the student's last semester of the AAS degree. Prerequisites GBUS 101 and BTEC 275.

**Corequisites:****Course learning Outcomes:**

**Module 1 – Self Management.** Demonstrate mastery of attitude and life management skills and how they influence workplace success through completion of a written project that explores personal finance, time and stress management, and etiquette.

**Module 2 – Workplace Basics.** Understand the impact of these issues on workplace success: Ethics, diversity, accountability, quality and customer service.

**Module 3 – Relationships.** Demonstrate mastery of the impact of electronic and traditional communications, motivation, leadership, teams, and conflict management through completion of writing projects and online module completion.

**Module 4 – Career Planning.** Create a resume and letter of application for workplace submission. Participate in mock interviews and other job search process processes.

**Module 5 – Major Fields Test for Associate Degree.** Complete the ETS Major Fields Test for associate degree students. MFT score will comprise at least 10 percent of the final grade for GBUS 240.

**Topics to be studied:**

Attitude, goal setting, and life management.

Personal financial management.

Time and stress management.

Organizational skills.

Etiquette and dress.

Ethics and workplace politics.

Diversity.

Accountability and workplace relationships.

Quality management.

Customer service – internal and external.

Human Resources and politics.

Employment policies (employment at will, right to revise)

Electronic and traditional communications

Motivation

Leadership

Team management and success

Conflict management and negotiations.

Career planning.

Resume and letter of application writing.

Interview techniques

Lifelong career changes and management

Approved by Curriculum Committee

Revised 3/14

**Relationship of course to program outcomes:**

*This course is designed to assess students' performance and achievement of all program objectives for the Associate in Applied Science degree:*

- Objective 1: Students will be able to communicate effectively and professionally both orally and in writing within the context of the business world.
- Objective 2: Students will demonstrate competence in the use of electronic tools to research, manage, and present information.
- Objective 3: Students will use quantitative and qualitative strategies to support organizational decision making.
- Objective 4: Students will demonstrate the ability to solve problems using programmed and non-programmed decision techniques using logical reasoning for evaluating information and data.
- Objective 5: Students will demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people whom have different roles, social affiliations, and personalities.

**Relationship of course to General Education Strands**

<b><i>General Education Strand:</i></b>	<b><i>Course meets this outcome:</i></b>
Communicates clearly and effectively in various contexts and with various constituents/audiences.	X
Employs higher order thinking skills in situations that demand Quantitative Literacy.	X
Possesses appropriate competencies in Scientific Inquiry.	
Illustrates knowledge and understanding of historical and diverse perspectives.	X
Expresses, develops, promotes and values aesthetic awareness.	

**Special projects or requirements of the course:**

The course will utilize OpenClass Learning Management System and MyStudent SuccessLabs from Pearson. Students will be required to complete the Major Fields Test in Business for associate degree students.

**Additional information:**

Course will be available Fall and Spring semesters only.

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**Date:** July 3, 2019