

BT-2990: BUSINESS TECHNOLOGIES CAPSTONE

Cuyahoga Community College

Viewing: BT-2990 : Business Technologies Capstone

Board of Trustees:

January 2022

Academic Term:

Fall 2022

Subject Code

BT - Business Technology

Course Number:

2990

Title:

Business Technologies Capstone

Catalog Description:

Students in the Capstone course analyze and determine solutions to common workplace business scenarios by implementing skill sets and knowledge learned within their Business Technology coursework. Emphasis on projects, critical thinking skills, teamwork and implementation of business software features for analysis and interpretation of data.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

2

Requisites

Prerequisite and Corequisite

BT-1201 Word Processing, and BT-2210 Presentation Software, and BT-2700 Advanced Business Spreadsheets, and BT-2040 Emerging Workplace Technology, and BT-2300 Business Database Systems (Access), and BT-2411 Workforce Management.

Outcomes

Course Outcome(s):

Employ effective soft skills to workplace scenarios and responsibilities.

Essential Learning Outcome Mapping:

Oral Communication: Demonstrate effective verbal and nonverbal communication for an intended audience that is clear, organized, and delivered effectively following the standard conventions of that language.

Cultural Sensitivity: Demonstrate sensitivity to the beliefs, views, values, and practices of cultures within and beyond the United States.

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Objective(s):

1. Communicate professionally when engaging in verbal conversations.
2. Communicate professionally when developing written documents, including thorough proofreading and effective creation of presentations in order to relay information.
3. Communicate effectively and professionally in online working scenarios.
4. Implement active listening skills.
5. Demonstrate effective time management.

Course Outcome(s):

Apply critical thinking skills to resolve workplace problems.

Essential Learning Outcome Mapping:

Oral Communication: Demonstrate effective verbal and nonverbal communication for an intended audience that is clear, organized, and delivered effectively following the standard conventions of that language.

Information Literacy: Acquire, evaluate, and use information from credible sources in order to meet information needs for a specific research purpose.

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Objective(s):

1. Demonstrate implementation of word processing features to create professional documents.
2. Demonstrate report creation skills for data analysis.
4. Demonstrate implementation of database record retrieval tools.
5. Demonstrate proficiency in saving, modifying and managing documents in collaborative environments (i.e., cloud-based environments).
7. Create professional email messages to convey information.
8. Demonstrate the ability to effectively search and retrieve information from online resources.

Course Outcome(s):

Demonstrate efficient supervisory and management skills.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Cultural Sensitivity: Demonstrate sensitivity to the beliefs, views, values, and practices of cultures within and beyond the United States.

Objective(s):

1. Demonstrate knowledge of management theories and best practices.
2. Demonstrate leadership qualities.
3. Demonstrate knowledge of setting up and managing effective workplace teams.
4. Demonstrate awareness of cultural differences in workplace environments.
5. Demonstrate techniques to manage workplace challenges.
7. Establish membership with a professional organization.

Course Outcome(s):

Utilize advanced features of a software application suite in order to implement workplace efficiency or solve business problems.

Essential Learning Outcome Mapping:

Oral Communication: Demonstrate effective verbal and nonverbal communication for an intended audience that is clear, organized, and delivered effectively following the standard conventions of that language.

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Objective(s):

1. Demonstrate implementation of advanced features of a spreadsheet application to solve or automate business problems.
2. Demonstrate implementation of advanced features of a database application to solve or automate business problems.
3. Demonstrate implementation of advanced features of a presentation software application to plan and create a professional presentation.
4. Demonstrate implementation of features of a project management software application to track and manage workplace projects.
6. Apply problem-solving strategies to identify workplace problems.

Course Outcome(s):

Affiliate with a professional organization and engage in professional networking.

Objective(s):

1. Establish identities with professional online networking websites.

Course Outcome(s):

Demonstrate organizational proficiency in a business/workplace environment.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Cultural Sensitivity: Demonstrate sensitivity to the beliefs, views, values, and practices of cultures within and beyond the United States.

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Objective(s):

1. Plan and manage events and meetings with effective communication and implementation of software meeting resources.
 2. Demonstrate implementation of effective record storage and management techniques.
 3. Demonstrate implementation of record retrieval tools.
 4. Demonstrate proficiency in saving, modifying and managing documents in collaborative environments (i.e., cloud-based environments).
 5. Demonstrate the ability to plan and coordinate travel-related responsibilities, for either individuals or a workplace team.
 6. Demonstrate the ability to effectively search and retrieve information from online resources and via advanced search strategies from web browsers.
-

Methods of Evaluation:

1. Homework assignments
2. In/Out of class assignments
3. Test and quizzes
4. Reports
5. Projects
6. Collaborative projects
7. Virtual Meetings

Course Content Outline:

1. Soft skills in the workplace environment
 - a. Professional written communication
 - b. Proof-reading
 - c. Professional verbal communication
 - d. Professional online communication
 - e. Time Management
 - f. Ethics
2. Organizational Techniques and Tools
3.
 - a. Cloud sharing resources for documents
 - b. Data storage of records and tables
4. Workplace Written Communications
 - a. Email best practices
 - b. Email application features (including contacts and groups)
 - c. Netiquette
 - d. Business document creation through word processing software (letters, reports, resumes, applications letters, forms, and minutes)
5. Teamwork and Collaboration
 - a. Collaborative presentations
 - b. Teamwork best practices
 - c. Shared online environments
6. Automate tasks and apply software applications to business problems
7.
 - a. Analyze business problems and manual systems
 - b. Determination of features from spreadsheets and apply to business problems
 - c. Determination of features from database applications to apply in business
8. Professional Organizations
 - a. Benefits of membership
 - b. Professional networking websites
 - c. Ethics of online identities

Resources

Robbins, DeCenzo & Wolter. *Supervision Today!*. 9th ed. Boston: Pearson Learning, 2019.

Poatsy, Mary Anne. *Microsoft Office 365 Excel 2019 Comprehensive*. 1st ed. Boston: Cengage Learning, 2019.

Grauer, Robert T. *Exploring Microsoft 365 Word 2019*. 1st ed. Boston: Pearson Publishing, 2019.

Cram, Carol M. *Microsoft Office 365 Projects*. 1st ed. Stamford: Cengage Learning, 2017.

Instructional Services

CTAN Number:

Career Technical Assurance Guide CTAPS001

Top of page

Key: 985