



Syllabus

BUS 270 Applied Business Studies Capstone

General Information

Date March 20th, 2024

Department Business

Course Prefix BUS

Course Number 270

Course Title Applied Business Studies Capstone

Course Information

Catalog Description This course is a culminating experience for the AAS Applied Business Studies Program. Students will build upon previous work and practice career skills through job searches, resume and cover letter creation, application submission and mock interviews. Students will reflect on their growth as a learner and as an aspiring professional. This will facilitate an awareness of the skills still needing further development.

Credit Hours 1

Lecture Contact Hours 1

Lab Contact Hours 0

Other Contact Hours 0

Grading Scheme Letter

Prerequisites

None

Co-requisites

None

First Year Experience/Capstone Designation

This course is designated as satisfying the outcomes applicable for status as a Capstone Course

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed categories

None

FLCC Values

Institutional Learning Outcomes Addressed by the Course

Vitality, Inquiry, and Perseverance

Course Learning Outcomes

Course Learning Outcomes

1. Practice essential skills to gain entry-level employment (e.g. resume writing, cover letter creation, interviewing)
2. Produce an assessable reflection to articulate connections between your chosen area of study and your educational path, including the relevance/impact on your peers, the institution, and the community as a whole.

Outline of Topics Covered

- I. Course Introduction
 - a. Learning objectives
 - b. Expectations
 - c. Grading
- II. Job searching and applications
 - a. Using college job searching resources
 - b. Using relevant online job searching resources
 - c. Application process
- III. Building and tailoring a resume and cover letter
 - a. Organization of information
 - b. Effective cover letter writing
 - c. Peer reviews
 - d. Rewrites and editing
- IV. Interviewing
 - a. Typical questions
 - b. Effective responses
 - c. Do's and don'ts
- V. Creating a reflective work

- a. Expectations and requirements
- b. Submission and/or presentation of work