



## BT 2350

**Division:** Business and Technology

**Department:** Business Technology

**Course:** BT 2350

**Title:** Digital Business Procedures

**Catalog Description:**

This course provides realistic, practical, and meaningful experiences to strengthen students' business skills and knowledge of business procedures. Students will be exposed to aspects of office work and to the duties of a business professional. Students will gain collaborative and digital communication skills to use in a growing global environment. *Basic computer skill including a good understanding of file management (and/or BT 1010 or equivalent) is highly recommended.*

**General Education Requirements:** N/A

**Semesters Offered:** TBA

**Credit/Time Requirement:** Credit: 3; Lecture: 3; Lab: 0

**Clock/Hour Requirements:** 0

**Offered for Non-Credit:** Yes

**Justification:**

This course is recommended for Business Technology majors seeking an Associate of Applied Science degree. Business professionals are challenged to use critical thinking skills in a dual role of procedural and administrative duties. This course addresses problem-solving techniques and digital communication and collaboration tools required in today's business office.

**Student Learning Outcomes:**

After successful completion of the course, a student will be able to

- Perform as a professional (i.e. professional appearance, initiative, discretion, organizational ability, good judgment, ability to work independently, etc.)
- Practice ethical and legal standards pertaining to business
- Utilize information and technology tools to conduct business effectively and efficiently
- Understand the impact of technology relating to the globalization of business
- Use online management and collaboration tools to work effectively with team members regardless of location
- Explore career opportunities and prepare to enter the workforce

**Content:**

Course objectives will be accomplished by

**BT 2350**

- Introducing current changes in the workplace and professional practices in a business environment including leadership skills and etiquette
- Integrating anger management, stress management, and time management into daily practice
- Obtaining knowledge and awareness of ethical theories and team environment
- Using effective verbal communication and nonverbal communication
- Writing effective memos, letters, and business reports
- Managing and retaining records and understanding financial responsibilities
- Utilizing business applications, digital communication, and online collaboration tools
- Organizing effective meetings, conferences, and travel arrangements and understanding the manager/administrative assistant's role in each
- Exploring career opportunities and preparing to enter the workforce

### **General Education Outcomes:**

- 4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students will research a variety of technology and business topics through online media to complete a variety of team and individual assignments. Students will submit assignments in a variety of formats (LMS, email, pdf, printed, etc.) The instructor will evaluate the assignments and provide feedback.

### **Applied Education Outcomes:**

- 4) Students will demonstrate interpersonal skills specific to the skills and environment inherent in their field.

Students will work in teams and orally present a project in class using presentation software. Peers and the instructor will evaluate the oral presentation based on criteria discussed in class.

### **Key Performance Indicators:**

Student learning outcomes will be assessed by two or more of the following key performance indicators

- Production Assignments
- Team Assignments
- Career Portfolio
- Practical and/or objective tests
- Participation

### **Representative Text and/or Supplies:**

Fulton-Calkins, Patsy, Dianne S. Rankin, and Kellie A. Shumack, *The Administrative Professional-Technology & Procedures*, current edition or equivalent, South-Western Cengage Learning.



**Signatures:**

I hereby submit this course syllabus:

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LaFaun Barnhurst, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

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Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

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Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)