Description
This Course of Study (COS) outlines the sequence of learning activities to help you complete the tasks for the Business Graduate Capstone Presentation assessment. Depending on your educational background and work experience, this Course of Study can from two to four weeks. Following this document sequentially is an important part of your assessment preparation. This tool is designed to help you become an independent learner by providing multiple learning methods. These steps may be completed more quickly than shown below as determined in consultation with your mentor.

Introduction
Welcome to the Business Graduate Capstone Presentation Course of Study! Certainly in today’s business environment we need to plan for and establish a well developed set of tools for use in future career pursuits. Additionally, we need to be prepared to sell ourselves through professional presentation – which is just what we are going to explore.

Why a Business Graduate Capstone Presentation?
The Business Graduate Capstone Presentation is a performance assessment which requires students to develop a portfolio that documents knowledge, skills, and abilities of the student. Completing the Business Graduate Capstone Presentation, the final step in the process toward completing your MBA degree, will help you think about your current competencies, how they’ve grown through the completion of your degree program and how to present them to prospective employers.

This is a self-study course (COS) designed to prepare students to complete the Business Graduate Capstone Presentation. Depending on your educational background and work experience, the COS can take from two to four weeks and will assist you in planning your study time to meet the required completion date. Each of you have likely experienced some sort of growth in your career and may already have at least a start on a portfolio of materials to use as you continue down your desired
career path. Now is your opportunity to start that process if you have not yet done so or to reflect, enhance and plan for continued development of your portfolio. Once you complete this Course of Study you will have developed a portfolio that you can immediately use in your work and career pursuit.

PLEASE NOTE: The COS is a dynamic document that is updated on a regular basis. As you work through the COS, make certain you check to make sure you are using the most current version of the document found by clicking on the “Start Here” button on the AAP Learning Resources

Competencies
The Business Graduate Capstone Presentation is a culminating assessment that incorporates many of the competencies previously addressed in the MBA program.

Recommended Learning Resources

- **Skillsoft**: [http://wgu.skillport.com/SkillPortFE/login/login.cfm](http://wgu.skillport.com/SkillPortFE/login/login.cfm) - All of the following resources can be access through Skillsoft or Skillsoft Books 24x7:
    - Download the workbook at: [http://www.careerdistinction.com/workbook/](http://www.careerdistinction.com/workbook/)
    - Password for free access can be found in the book on Books 24x7 – go to the Summary, Help Your Brand Evolve section to look for the keyword.
  - Skillsoft Module: Preparing as the Interviewee – ID HR0215
  - Presenting Your Case - ID: comm_01_a03_bs_enus
  - Presenting Successfully - ID: comm_05_a01_bs_enus
  - SkillBrief: Making Successful Presentations - ID: SALE0104
  - SkillBrief: Varying Content and Delivery Style - ID: COMM0302

- **Web Resources**
  - [http://www.visualcv.com](http://www.visualcv.com)
  - BLS Resume Article
FAQs about Business Graduate Capstone Presentation:

How long will it take me to complete this COS?
The COS is designed to be completed in four weeks, which is the typical time it should take a student without any prior portfolio development work to complete. However, if you are able to move forward more quickly you are welcome to do so, and may submit your work into Taskstream at any time, in consultation with your mentor.

Do I have to buy the textbook?
There are no purchase requirements for textbooks to complete the Business Graduate Capstone Presentation. It is recommended that you access books in Skillsoft/Books 24/7 for this assessment.

How do I access Skillsoft - I can’t seem to get in?
There are instructions for Skillsoft/Skillport that you can download from the learning resource tab of your AAP, but you also need to work with your mentor if you are having difficulties accessing Skillsoft/Skillport, or any of the modules, study briefs, Books 24/7, or job aids. You should be automatically enrolled into Skillsoft/Skillport at the beginning of your first Term. However, if you do not have access your mentor will need to contact Learning Resources for assistance with completing that process.

Some of the Skillsoft modules are long, do I have to complete all of those listed in the COS?
It’s always a good idea to utilize all Learning Resources, including Skillsoft modules, but the Skillsoft modules can be used as supplementary to the other learning resources to provide additional background and knowledge if you are moving through course of study and assessment tasks easily.

How do I access Taskstream?
Please contact your mentor who will be able to assist you with your Taskstream access.

Do I have to go to the Business Graduate Learning Community in order to pass this assessment?
The Business Graduate Capstone Learning Community provides a valuable additional Learning Resource of information, feedback and hints from your fellow students, interaction with the Academic Mentor who has expertise in this assessment, and documents, discussion threads, and blogs that will support your work toward passing this assessment.

How can I contact the Academic Mentor for the Business Graduate Capstone Presentation?
There are a variety of ways to get in touch with the Academic Mentor for this assessment. The mentors contact information is posted in this document, so check that first. You may also contact the mentor through the “Contact a Mentor” button on the Community homepage.
Do I have to complete the first Business Graduate Capstone Presentation Task in Taskstream before I can work on the second Task?
The COS is set up to sequentially move you through the work for this assessment. The tasks for this assessment build on the previous one so doing them out of order will not make sense and will result in rework. However, you can begin working on the next task as soon as you have completed the previous one, even if it has not yet been graded.

Let’s get started!

WEEK 1

Subject 1: Preparing for Success

Subject Description: In order to successfully complete the Business Graduate Capstone Presentation you need the appropriate resources to support your learning. The various Learning Resources included in this COS are essential to your success as they will provide the necessary knowledge to complete the required tasks.

Topic 1 Title: Acquire Learning Resources

Instructions: Arrange to obtain or enroll in the Learning Resources listed below so there will be no delays in your studies. These items are necessary for you as the COS will guide you week-by-week in the use of these resources.

Activity 1 Title: Access the Skillsoft/Skillport Library.

Description: The SkillSoft Library contains modules that will assist you in preparing for the assessment – they are listed throughout the COS. New students are automatically enrolled in SkillSoft during EWB. All students will use their WGU student portal login and password to access SkillSoft at: http://wgu.skillport.com/. Talk to your mentor if you need additional information regarding your SkillSoft account. For additional information on using your Skillsoft account, read the “Using Your Skillsoft Account” document found on your AAP under additional learning resources.

Logging on to SkillSoft: Log into SkillSoft and access the modules, which are listed in this Course of Study (COS):
1. Log into SkillSoft: http://wgu.skillport.com
2. Enter the module number listed in the various sections of this GLT in the “search for” box.
3. Click on the course
4. Read the Skillsoft Lesson overview.
5. Take the Skillsoft course pre-test for each section where available.
6. Complete the modules where your pre-test scores are low.
7. Take the post tests after completing all of the modules.
8. For additional information, review the SkillBriefs, Job Aids and Books 24/7 associated with each module.

Activity 2 Title: Join the Business Graduate Capstone Learning Community.
Description
Learning Communities are an integral part of the WGU learning experience. The Business Graduate Capstone Learning Community provides opportunities to learn through communication with the facilitator and other students. Any time you have a question about the content in the Course of Study, contact the community facilitator for assistance. Community facilitators and other students will not provide answers, but will engage you in discussion to help clarify and extend your understanding of important concepts. Additionally, you will find specific assignments in the Course of Study that direct you to the Business Graduate Capstone Learning Community. Check with your mentor that you have been enrolled in the Community.

Enroll in the Community
Request your mentor to enroll you in the Business Graduate Capstone Learning Community.

Some Frequently Asked Questions about the Business Graduate Capstone Community:

How do you locate the Business Graduate Capstone Learning Community?
Once you have been enrolled in the Community by your Mentor you will find the Community on the drop-down Tools menu on your AAP. Just click on the Community link.

Who is the Community facilitator?
The Community facilitator is identified on the Community homepage, with a brief biographical introduction, picture, and contact information.

How do I contact the Community facilitator?
There are instructions for contacting the Community facilitator on the Community homepage. The primary way to connect with the facilitator is to use the “Contact a Mentor” button found along the right-hand margin of the Community homepage. Depending on whether the facilitator is logged into the Community or not, when you click the “Contact a Mentor” button you will either be allowed to send the facilitator an email message, or a direct, real-time chat window will open in which can “talk” directly with the facilitator.

How do you become a member of the Community?
Your mentor can either enroll you in the Community manually, or once you have referred for the assessment, and it has been approved by your mentor, you will automatically be enrolled as a Community member.

Activity 3 Title: Discuss with Your Mentor Taskstream Enrollment.
Description: Through this Course of Study you will need to complete performance assessments in Taskstream. In order to obtain the instructions for each task and to submit your work, you will need to be enrolled in Taskstream. After you have referred for the assessment, your Taskstream enrollment in the Business Graduate Capstone Presentation will occur within a few days.

Link to the “Taskstream Help” document:
http://www.wgu.edu/wgu/student/taskstream_documents.asp

Activity 4 Title: Review the Performance Assessment.
Description
In order to effectively prepare you for the Business Graduate Capstone Presentation assessment, this course of study has been divided into activities consistent with the assessment. However, it is important to take special notice of the overlap between the sections. The two sections contained within this course of study are:
1. Career Portfolio
2. Professional Presentation

As you move through the course of study remember that this is just the beginning of a lifelong pursuit. Focus on understanding the concepts and connecting them to your future career path. Obtain the appropriate resources and take the necessary time to study them.

Subject 2: Career Portfolio

Subject Description: This section will help you begin to think about your knowledge, skills and abilities as you prepare to develop your career portfolio for submission in Taskstream.

Background Information: Understanding your professional brand image and thinking about your strengths and abilities will help you prepare for the next steps in your career as you complete your MBA program. This section will lead you through the development of a career portfolio.

Topic 1 Title: Career Exploration

Objectives: When you have completed Week 1 you will have:

- Developed your professional brand
- Researched good resume formats
- Evaluated and documented your knowledge, skills and abilities
- Developed a set of exhibits

Instruction: Your career portfolio exploration includes resources from Skillsoft/Skillport, and the Business Graduate Capstone Learning Community. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need to master in order to pass this performance assessment.

Activity 1 Title: Develop your professional brand.
Activity Type: Learning activity.
Description: Review the following resources to help you formulate ideas and a direction for your professional brand and portfolio.

  - Download the workbook at: [http://www.careerdistinction.com/workbook/](http://www.careerdistinction.com/workbook/)
  - Password for free access can be found in the book on Books 24x7 – go to the Summary, Help Your Brand Evolve section to look for the keyword.


• Skillsoft Module: Preparing as the Interviewee – ID HR0215


• BLS Resume Article
• Older Worker Strategies
• Sample Cover Letters
• Resume Guide
• Sample Resumes
• Susan Ireland Sample Resumes

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WEEK 2

Subject 1: Career Portfolio (cont.)

Subject Description: This section will help you begin to think about your knowledge, skills and abilities as you prepare to develop your career portfolio for submission in Taskstream.

Background Information: Understanding your professional brand image and thinking about your strengths and abilities will help you prepare for the next steps in your career as you complete your MBA program. This section will lead you through the development of a career portfolio.

Topic 1 Title: Resume, Cover Letter and Online Resume

Objectives: When you have completed Week 2 you will have:

• Completed your professional resume
• Completed your customizable cover letter
• Completed your online CV.
• Submitted your task 1 in Taskstream

**Activity 1 Title:** Develop a professional resume.  
**Activity Type:** Complete task.  
**Description:** Using the resources you reviewed in week 1, complete your professional resume.

**Activity 2 Title:** Develop a professional cover letter.  
**Activity Type:** Complete task.  
**Description:** Using the resources you reviewed in week 1, complete your professional cover letter.

**Activity 3 Title:** Develop an online resume.  
**Activity Type:** Complete task.  
**Description:** Using the resources you reviewed in week 1 and the resume you developed in activity 1, complete your online resume.

For the development of your online resume, you can use the site identified here or any other site of your choosing:

You can get a free subscription to VisualCV at [http://www.visualcv.com/](http://www.visualcv.com/) or you can select another, appropriate site for this.

*Sites like Facebook and MySpace are not appropriate sites for building an online CV.*

**Activity 4 Title:** Prepare exhibits.  
**Activity Type:** Complete task.  
**Description:** Gather and prepare your exhibits for submission.

You will need at least six (6) exhibits to include in your portfolio that demonstrate experience and knowledge and help sell your value. This can include things like; certificates, awards, letters of recommendation, performance evaluations, papers, transcripts, licenses, presentations, conference materials, etc.

Your exhibits can be scanned and submitted as a PDF, Jpeg or they can be placed as images in a Word document. It is recommended that you reduce the file size of the scanned images to avoid files that are too cumbersome to upload.

**Activity 5 Title:** Submit task 1 to Taskstream.  
**Activity Type:** Complete task.  
**Description:** Submit your professional resume, cover letter, six exhibits and link to your online resume in Taskstream.

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**WEEK 3**

**Subject 1: Professional Presentation**

**Subject Description:** This section will help you develop your professional presentation.
Background Information: Developing a professional presentation and giving the presentation are important skills for MBA students. This task will help you do that through a presentation on your own strengths as they relate to your chosen career path.

Topic 1 Title: **PowerPoint Presentation**

**Objectives:** When you have completed Week 3 you will have completed your PowerPoint presentation with attention to the following details:

- 10-15 slides
- Summarizes the salient points of your career
- Explains how/why you will be successful in your chosen career
- Addresses the seven competency areas
  1. Leading People and Teams
  2. Developing sustainable solutions
  3. Serving customers
  4. Managing products and services
  5. Managing technology and innovation
  6. Assessing the competitive environment
  7. Planning for the future in the global marketplace

Activity 1 Title: Develop your presentation ideas.
**Activity Type:** Learning activity.
**Description:** Review the following resources to help you formulate ideas for your presentation.

- Presenting Your Case - ID: comm_01_a03_bs_enus
- Presenting Successfully - ID: comm_05_a01_bs_enus
- SkillBrief: Making Successful Presentations - ID: SALE0104
- SkillBrief: Varying Content and Delivery Style - ID: COMM0302

Activity 2 Title: PowerPoint presentation
**Activity Type:** Complete task.
**Description:** Complete the PowerPoint presentation task per the instructions in Taskstream.

When you have completed your PowerPoint presentation, self score your tasks using the scoring rubrics in Taskstream. Review your work on each task using the corresponding scoring rubrics in Taskstream. The scoring rubrics in Taskstream are
the same rubrics that the grader uses to score your task. Make sure that your work meets the minimum requirements as set out by the scoring rubrics.

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**WEEK 4**

**Subject 1: Professional Presentation (cont.)**

**Subject Description:** This section will help you develop your digital presentation.

**Background Information:** Developing a professional presentation and giving the presentation are important skills for MBA students. This task will help you do that through a presentation on your own strengths as they relate to your chosen career path.

**Topic 1 Title:** Digital Presentation

**Objectives:** When you have completed Week 4 you will have completed your presentation tasks.

- 15-20 minute Digital presentation
- Submission to Taskstream

**Activity 1 Title:** Digital presentation

**Activity Type:** Complete task.

**Description:** Develop a digitally recorded presentation following the instructions in Taskstream.

For this task, you will develop a digital video presentation. You can submit the digital file to Taskstream if it is under 50MB or you can upload it to a video site such as one of the following:

- [www.youtube.com](http://www.youtube.com)
- [video.google.com](http://video.google.com)
- [www.clipshack.com](http://www.clipshack.com)

Download the following documents also found under *Additional Resources* on your AAP for help on creating your video:

- [Video Instructions](#)
- [Technical Tips for Creating a Video](#)

**Activity 2 Title:** Submit Work

**Activity Type:** Complete task.

**Description:** Submit your PowerPoint and a link to your digital presentation to Taskstream for grading.

After a few days check to see the status of your posted task. If the grader did not pass the task your mentor will send it back to you to review and resubmit with corrections. If
there are any areas where you do not understand a concept, please check with the Graduate Capstone Learning community leader for assistance.

CONCLUSION

CONGRATULATIONS!

You have now successfully completed the Business Graduate Capstone Presentation Course of Study. You have developed a strong portfolio and a presentation that will give you a tool chest of material to draw from as you continue in your career path. Through this task, you now have some ideas on how to sell yourself in today’s market.

Now, your next step...

You have now completed the Business Graduate Capstone Presentation and are finished with your MBA program. Please work with your mentor to process your graduation clearance.