

COURSE SYLLABUS



Education That Works For a Lifetime

Course Title:	Business Programs Capstone	Date submitted:	Spring 2015 (AAC: 15-37)	
Department:	Business and Technology			
Curriculum:	Business Administration			
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	BBG*290	Prerequisites:	
	Course Type:	X	C- or better in Composition (ENG*101)	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture M: Seminar N: Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio	Elective Type:		G
	E: English FA: Fine Arts HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science G: General	Credit Hours:	1	Corequisites:
	Developmental: (yes/no)	No	None	
	Lecture:	1		
	Clinical:	0		
	Lab:	0		
	Studio:	0		
	Other:	0		
Contact Hours:	TOTAL: 1	Other Requirements:		
Class Maximum:	24	Students should be enrolled in their final semester of classes		
Semesters Offered:	F/S			
Catalog Course Description:	For students who are in their final semester of study in the Business Administration Degree and Option programs, but will not be taking a Practicum course, the Business Programs Capstone is designed to help students demonstrate competency in General Education Abilities and Program Learning Outcomes. Throughout their program at Tunxis, students will have been compiling a portfolio of best work that demonstrates mastery of General Education Abilities, as well as Program Learning Outcomes. In this course, students will complete the development of their portfolio and, depending on the program, possibly sit for an exit exam or project. Students will also reflect on their learning experience at Tunxis and in their program.			
Topical Outline: List course content in outline format.	<ol style="list-style-type: none"> 1. Overview of the assessment portfolio (and possibly the final project or exit exam) 2. General Education abilities & Program Learning Outcomes 3. Organization of projects 4. Self-analysis of abilities 5. Posting and Presentation of portfolios 6. (If appropriate Exit Exam or Final Project) 7. Reflection on learning experience, and survey 			
Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as	COURSE: <ol style="list-style-type: none"> 1. develop a portfolio demonstrating competency in the general education and program outcomes 2. reflect, self-analyze and communicate strengths, weaknesses, and areas of growth and 			

<p>evidence that they have mastered the course content.</p>	<p>accomplishment</p> <p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p><u>Business Administration Program</u></p> <p>Upon successful completion of the business administration degree program, students will demonstrate:</p> <ol style="list-style-type: none"> 1. both accounting and finance concepts as applied to the sound fiscal management of a business enterprise, 2. various micro- and macroeconomic principles and their influence on the organizational decision-making process, 3. marketing's role in the development of a successful business strategy, 4. the impact of leadership, employee behavior and organizational culture in attaining organizational goals and objectives, 5. both the ethical and legal implications of managerial decisions and the effect of those decisions on organizational stakeholders, 6. group dynamics and the benefits of a team-based approach in business, 7. the impact and uses of technology in the 21st century business environment, 8. the integration of knowledge and apply learned skills for real-world business decision making, 9. Tunxis' General Education Abilities as they apply to the business professions.
<p>Outcomes:</p>	<p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> 5. Information Literacy/Continuing Learning - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives. <p>Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p>Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p> 6. Oral Communication (embedded) - Students will be prepared to develop oral messages of varying lengths and styles that communicate effectively and appropriately across a variety of settings. <p>Demonstrates: Delivers oral presentations with information and/or analysis appropriate for the rhetorical situation. Content is reinforced by appropriate verbal and nonverbal communication.</p> <p>Does Not Demonstrate: Oral presentations lack information and/or analysis appropriate for the rhetorical situation. Content may not be reinforced by appropriate verbal and nonverbal communication.</p>
<p>Evaluation: List how the above outcomes will be assessed</p>	<p>Assessment will be based on: Portfolio, and as appropriate, Exit Examination or Final Project</p>
<p>Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: ePortfolio accounts for all students</p> <p>Desired:</p>
<p>Textbook(s)</p>	<p>None</p>