

Business Administration Majors

(declared after August 1, 2011)

BADM 4911 Business Administration Capstone class

Each BBA Business Administration student will enroll in BADM 4911, Business Administration Capstone in the final semester of their senior year. The capstone class will be used to collect items that represent achievement on the seven learning objectives that have been identified for Business Administration majors.

It is strongly suggested that BADM majors read this document carefully and begin to accumulate and compile their documents as early as possible during their academic career. You may have to enlist the help of your instructors with some of the necessary documentation.

Each student must present the items indicated either in Blackboard or via hard-copy to the course instructor when they are enrolled in BADM 4911.

Items for categories 1, 2, and 4 shall be accompanied by a **descriptive statement** that includes the following information:

- A. Name of the item
- B. Learning Outcome category
- C. Course or experience where item was created,
- D. How the item relates/connects to the outcome?
- E. How has/will this item help you professionally?

Learning Outcomes and Documentation items

Students who successfully complete the Business Administration major will be able to:

1. Analyze business situations and make creative, logical and ethical decisions;

Required documentation:

Graded case study from any class that demonstrates analysis, decision making and effective communication of recommendations.

Descriptive statement for Case study as described above

2. Use technology as it is used in business;

Required documentation:

Appropriate evidence to corroborates technology proficiency

Descriptive statement as described above

Examples: completing advanced CS or IS courses; working in a technology oriented job; developing your own web site...

3. Communicate effectively in business situations;

Required documentation: evidence of effective communication from any class

One example of written communication – for example, a graded paper

One example of oral communication – for example, an evaluation by professor

4. Apply a current and broad-based knowledge of business to the business environment and apply awareness of global and social issues in the business environment;

Required documentation:

Satisfactory completion of the Glo-Bus simulation exercise in MGMT 4213 – copy of assessment from MGMT 4213 professor.

Descriptive statement for the Glo-Bus simulation as described above

5. Understand the concepts of promotional strategy including communications theory, creative and media aspects of advertising and other forms of promotion.

Required documentation: transcript indicating completion of MKT 3253 with a grade of “C” or better

6. Understand the issues associated with financial management of an organization including capital investment decisions and financial statement analysis

Required documentation: transcript indicating completion of FIN 4183 with a grade of “C” or better

7. Understand and explain the important function of strategic HRM in their increasing role of producing evidence-based HRM that adds to the bottom line. explain and link HR policies, systems and practices (HR planning, training and development, Job design and performance management systems...) to the successful achievement of organizational strategic goals

Required documentation: transcript indicating completion of MGMT 4113 with a grade of “C” or better

Documentation of achievement on the above should be gathered by the student as they progress through the BBA program. The portfolio of work will be submitted in the capstone (BADM 4911) class.

Completion of the portfolio is required in order to graduate with the Business Administration major.