

## Master Syllabus

### **BIS 2170 - BIS Capstone**

**Division:** Business and Public Services

**Department:** Business Information Systems

**Credit Hour Total:** 3.0                      **Lecture Hrs:** 3.0

**Prerequisite(s):** BIS 1220 AND BIS 1300

**Other Prerequisite(s):** OR Approval of Department

**Date Revised:** December 2015

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### **Course Description:**

Analyze business problems and apply critical-thinking skills and software knowledge and communication skills learned in previous classes to solve problems and perform work-related tasks.

### **General Education Outcomes:**

- ❑ Written Communication Competency
- ❑ Critical Thinking/Problem Solving Competency
- ❑ Computer Literacy Competency
- ❑ Information Literacy Competency
- ❑ Oral Communication Competency
- ❑ Values/Citizenship/Community Competency

### **Course Outcomes:**

#### **Business reports**

Develop a variety of business reports and documents that communicate the status of a project.

**Assessment Method:** Simulations

**Performance Criteria:**

Earn 75% or higher on simulation assignments

#### **Personal information management**

Utilize voice-mail and e-mail programs to manage personal information.

**Assessment Method:** Simulations

**Performance Criteria:**

Earn 75% or higher on simulation assignments

#### **Team work and project management**

Work with an assigned team of classmates to design, plan, and create materials for a team project.

**Assessment Method:** Simulations

**Performance Criteria:**

Earn 75% or higher on simulation assignments

**Assessment Method:** Written surveys and/or questionnaires

**Performance Criteria:**

Complete 75% of assigned questionnaires

#### **Leadership, ethics, and professional behavior**

Discuss ethical dilemmas often encountered in the office environment and distinguish between ethical and unethical behavior and professional and unprofessional behavior.

**Assessment Method:** Simulations

**Performance Criteria:**

Earn at least 75% on simulation assignments

### **Outline:**

Leadership, ethics, and professional behavior

Team work and project management

Business reports and documents

Personal information management