

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

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