

ARIZONA WESTERN COLLEGE
SYLLABUS

BUA 295 BUSINESS CAPSTONE PROJECT

Credit Hours: 3 Lec 3

PREREQUISITE: Successfully completed 45 credits from the Associate of Applied Sciences Business program in the following areas:

- 15 credits from the required major courses,
- 12 credit hours from the department required courses,
- 6 credits from the English Composition courses,
- 3 credits from the required Math courses,
- At least 9 credits from the remaining General Education categories (Arts/Humanities, Social/Behavioral, and Physical and Biological Sciences).

COURSE DESCRIPTION

This course functions as a capstone for all the emphasis areas in the AAS in Business programs. It is designed to bring the multi-disciplinary studies together in a real-life project to study a business problem or a business.

1. COURSE GOAL

Work as a multidisciplinary team member on a comprehensive business problem or business analysis.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 demonstrate project management awareness.
- 2.2 employ computational and analytical skills.
- 2.3 illustrate presentation skills.
- 2.4 employ written communication skills.
- 2.5 use team skills.

3. METHODS OF INSTRUCTION

- 3.1 Projects
- 3.2 Multi-media presentations
- 3.3 Group discussions

4. LEARNING ACTIVITIES

- 4.1 Group discussions
- 4.2 Oral presentations
- 4.3 Collaborative work group efforts
- 4.4 Preparation and presentation of a comprehensive report to document project goals, processes, outcomes, and recommendations

5. EVALUATION

- 5.1 Quizzes/exams
- 5.2 Assignments
- 5.3 Participation

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC policy, students are expected to attend every session of class in which they are enrolled.

- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. The instructor will not drop him or her from the course. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through the Office of Services for Students with Disabilities (SSD). SSD provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the Coordinator of SSD aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. Please contact the Coordinator of SSD at (928) 344-7629, (928) 317-6007 (TTY), in the Student Services Building, counseling area.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course