

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

BUSI 201

INTERMEDIATE BUSINESS COMPUTER APPLICATIONS

COURSE DESCRIPTION

This laboratory experience offers the student a hands-on introduction to an electronic spreadsheet, a database program, and a presentation program. Upon this foundation, intermediate database and intermediate and advanced spreadsheet skills are taught. Throughout the course, there is an emphasis on the integration of the applications as they are applied to personal and organizational tasks. This course provides the IT foundations that are applicable for all curriculums. (Formerly ISYS/CMIS 201)

RATIONALE

This is a computer applications course designed to help the student understand the integration and use of spreadsheets, databases, and presentation software.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
 - 1. A PC or Mac running Windows is required to complete the Microsoft Access assignments in Modules/Weeks 6–7
- B. A microphone
- C. Blackboard [recommended browsers](#)
- D. Internet access (broadband recommended)
- E. Microsoft Word, Excel, Access, and PowerPoint
- F. APA formatting information:
<http://ezproxy.liberty.edu/login?url=http://APAStyleCENTRAL.apa.org>
- G. Note that technical activities in this course include:
 - 1. Creating and submitting files in Microsoft Word, Excel, Access, and PowerPoint

2. Basic Blackboard navigation skills
3. Basic SIMnet navigation skills
4. Basic navigation of iTunes for optional free downloads of course presentations

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Create an effective spreadsheet, presentation, and database that display an awareness of the audience.
- B. Create intermediate functions in an electronic worksheet, displaying a basic understanding of logic and its application to problem solving.
- C. Integrate data using a spreadsheet and a database program.
- D. Analyze spreadsheets and databases according to industry best practices.
- E. Integrate the use of technology within a biblical worldview.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist
After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.
- C. Assignments (25)
The student will complete 25 SIMnet exercises based on the course content and the required readings and presentations. Instructions on how to access SIMnet are provided in Blackboard.
- D. Final Project Microsoft PowerPoint Project
The student must complete a final project in Microsoft PowerPoint discussing the ethical implications facing creators and users of technology. Students will utilize the recording features in PowerPoint to present their views orally. The student must integrate at least 3 biblical references.
- E. Tests (4)
The student will complete 4 tests using SIMnet. These tests are open-book/open-notes and have a 1-hour time limit. The student may only attempt each test once. However, he/she may attempt each question up to 3 times.

VI. COURSE GRADING AND POLICIES**A. Points**

Course Requirements Checklist		10
Assignments (25 at 20 pts ea)		500
Final Project		100
Test 1	(Modules 1–2)	100
Test 2	(Modules 3-4)	100
Test 3	(Module 5)	100
Test 4	(Modules 6–8)	100
	Total	1010

B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Quizzes/Tests/Exams

For timed quizzes/tests/exams, the student is required to complete the quiz/test/exam within the assigned time. Late quizzes/test/exams submitted within one week of the due date will receive a 10% deduction, submitted more than one week will receive a 20% deduction, submitted two weeks late or after the final date of the course will not be accepted.

D. Academic Dishonesty/Cheating Policy

For each assignment, the student must complete the entire lesson on his or her own. The student is never allowed to use anyone's file or SIMnet account but his or her own. The student should never lend his or her file to another student nor should the student have any other student's work in his or her possession for any reason. If the student uses another student's files, both students are considered guilty of cheating. The student must guard his or her files so that his or her work is not used by another student, as he or she would also be penalized, even if the student's work is used against his or her knowledge. Do not share computers. If the student must use another student's computer, they must set up a separate username and password so that their files are kept completely separate at all times. The student should not make the mistake of turning in another student's file, even if it is unintentional. If the student is not sure if an action would be considered cheating, he or she should ask before acting.

If caught cheating, the student will receive zero points for the homework assignment and automatically have his or her course grade lowered by at least one whole grade (e.g., from a B to a C). If the student is caught using someone else's file a second time, he or she will fail the course. If the student cheats or tries to cheat on an exam, he or she will fail the course.

E. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

BUSI 201

Textbook: LUC: Manning, *Microsoft Office: A Skills Approach* (2017).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Manning: <i>Excel</i> chs. 1–4* 4 presentations	Course Requirements Checklist	10
		Student Introductions	0
		Assignment 1	20
		Assignment 2	20
		Assignment 3	20
2	Manning: <i>Excel</i> ch. 6* Review Manning <i>Excel</i> : ch. 3* 3 presentations	Assignment 4	20
		Assignment 5	20
		Assignment 6	20
		Assignment 7	20
3	Manning: <i>Excel</i> chs. 5, 7* Test 1 Review 3 presentations	Assignment 8	20
		Test 1	100
		Assignment 9	20
		Assignment 10	20
		Assignment 11	20
4	Manning: <i>Excel</i> chs. 5, 8, 9* Test 2 Review 5 presentations	Assignment 12	20
		Assignment 13	20
		Assignment 14	20
		Assignment 15	20
		Assignment 16	20
5	Manning: <i>PowerPoint</i> chs. 1–8* Test 3 Review 3 presentations	Test 2	100
		Assignment 17	20
		Assignment 18	20
6	Manning: <i>Access</i> chs. 1–3* 1 presentation	Test 3	100
		Assignment 19	20
		Assignment 20	20
7	Manning: <i>Access</i> chs. 4–7* 1 presentation	Assignment 21	20
		Assignment 22	20
		Assignment 23	20
8	Manning: <i>Access</i> chs. 1–7* Test 4 Review	Assignment 24	20
		Assignment 25	20
		Test 4	100
		Final Project	100
TOTAL			1010

*Readings are directly integrated with lesson assignments. No additional reading is required, however full texts are available in the SIMnet Library.

NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.