LIBERTY UNIVERSITY

Online · School of Business · Business

Intermediate Business Computer Applications

BUSI-201

CG   Section 8WK   11/08/2019 to 04/16/2020   Modified 05/18/2022

🖥 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)

Requisites

For information regarding prerequisites for this course, please refer to the Academic Course Catalog (https://catalog.liberty.edu/).

◎ Rationale

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

📊 Course Learning Outcomes

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

1. Create an effective spreadsheet, presentation, and database that display an awareness of the audience. *(Program Learning Outcome 2, Introduced)*
2. Create intermediate functions in an electronic worksheet, displaying a basic understanding of logic and its application to problem solving. *(Program Learning Outcome 2, Introduced)*
3. Integrate data using a spreadsheet and a database program. *(Program Learning Outcome 2, Introduced)*
4. Analyze spreadsheets and databases according to industry best practices. *(Program Learning Outcome 2, Introduced)*
5. Integrate the use of technology within a biblical worldview. *(Program Learning Outcome 1, Introduced)*

General Education Foundational Skill Learning Outcomes: Communication and Information Literacy(CIL):

CIL 1: Discover and evaluate information to accomplish a specific purpose.
CIL 2: Communicate information effectively in the English language, orally and/or through writing, for a variety of purposes, using technology when appropriate.
CIL 3: Analyze and assess various forms of information and expression to determine their meaning, employing technology when relevant.
CIL 4: Relate communication and information literacy to participation in God's redemptive work

General Education Foundational Skill Learning Outcomes: Technological Solutions and Qualitative Reasoning (TSQR):

TSQR 1: Analyze data and inform action through a structured method.
TSQR 2: Predict the output based on an input in practical scenarios using technological solutions and/or quantitative reasoning.
TSQR 3: Apply the skills needed for successful financial stewardship in various contexts.
TSQR 4: Relate technology and quantitative reasoning to participation in God's redemptive work.

📘 Course Resources

Click on the following link to view the required resource(s) for the term in which you are registered: [Liberty University Online Bookstore (https://bncvirtual.com/liberty)](https://bncvirtual.com/liberty)

Additional Materials for Learning

1. Computer with basic audio/video output equipment
   - A PC or Mac running Windows is required to complete the Microsoft Access assignments in Modules/Weeks 6–7. Chromebooks or other machines that work via apps do not meet this requirement.
2. Canvas [recommended browsers (https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66)](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66)
3. Internet access (broadband recommended)
4. Microsoft Word, Excel, Access, and PowerPoint. The Windows operating system is required to run Microsoft Access
5. APA formatting information: [http://ezproxy.liberty.edu/login?url=http://APAStyleCENTRAL.apa.org (http://ezproxy.liberty.edu/login?url=http://APAStyleCENTRAL.apa.org)](http://ezproxy.liberty.edu/login?url=http://APAStyleCENTRAL.apa.org)
6. Note that technical activities in this course include:
   - Creating and submitting files in Microsoft Word, Excel, Access, and PowerPoint
   - Basic Canvas navigation skills
   - Basic SIMnet navigation skills
   - Basic navigation of iTunes for optional free downloads of course presentations

☷ Course Assignments

Textbook readings and lecture presentations

Textbook content can be accessed via links within the Canvas course. To access this content directly in the case of Canvas outage or after the course has ended, students may login at [https://liberty.simnetonline.com/sp/ (https://liberty.simnetonline.com/sp/)](https://liberty.simnetonline.com/sp/). Lifetime access to these materials is provided with this course.

Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations (https://www.liberty.edu/institutional-effectiveness/student-expectations/)](https://www.liberty.edu/institutional-effectiveness/student-expectations/), the student will complete the related checklist found in the Course Overview.

Read & Interact Assignments (12)

The student will complete 12 Read & Interact assignments covering course concepts in a simulated environment. SIMnet lessons will be delivered through the SIMnet software and are integrated with the textbook materials. The grade is calculated based on completion of the "Let Me Try" simulation activities on each page of the lesson.

Project Assignments (13)

The student will complete 13 SIMnet Project Assignments. These projects are completed live in the relevant software application using a start file provided in SIMnet and uploaded into SIMnet for grading purposes. Submissions that do not originate from the student's own SIMnet account or contain any information copied from another source will be blocked from submission. Only files where the entirety of the project was completed by the student will be able to be submitted. Projects may be corrected an unlimited number of times prior to the due date. The highest score earned prior to the due date will be counted. This assignment aligns with the following FSLOs: CIL 1 and 3, TSQR 1, 2, and 3.

Article Review Assignment

The student will submit a 3-page analysis of an article (5 pages including Title Page and References) that cites an example of unethical behavior as related to corporate or an individual's behavior in the use of data and/or manipulation of data. The analysis should include a summary of the article, the student's analysis of the ethical problems presented in the article, and how the topic relates to a biblical worldview. The student must integrate at least 2 biblical references. This assignment aligns with the following FSLOs: CIL 2 and 5, TSQR 4.

Quizzes (4)

The student will complete 4 quizzes using SIMnet. These quizzes are open-book/open-notes and have a 1-hour time limit. The student may only attempt each quiz once. However, he/she may attempt each question up to 3 times.

✔ Course Grading

Course Requirements Checklist	10
Read & Interact Assignments (12 at 20 pts ea)	240
Project Assignments (13 at 20 pts ea)	260
Article Review Assignment	100
Quizzes (4 @ 100 pts ea)	400
Total	1010

✳ Course Policies

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.

🏛 Policies

Late Assignment Policy

Course Assignments, including discussions, exams, and other graded assignments, should be submitted on time.

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week after the due date will receive up to a 10% deduction.
2. Assignments submitted more than one week and less than 2 weeks late will receive up to a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted outside of special circumstances (e.g. death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.

4. Group projects, including group discussion threads and/or replies, and assignments will not be accepted after the due date outside of special circumstances (e.g. death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.

Disability Assistance

Students with a disability and those with medical conditions associated with pregnancy may contact Liberty University's Online Office of Disability Accommodation Support (ODAS) at LUOODAS@liberty.edu for accommodations. Such accommodations require appropriate documentation of your condition.   For more information about ODAS and the accommodations process, including how to request an accommodation, please visit https://www.liberty.edu/online/online-disability-accommodation-support/ (https://www.liberty.edu/online/online-disability-accommodation-support/). Requests for accommodations not related to disabilities or pregnancy must be directed to the Registrar's Office, which generally handles medical needs support.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at equityandcompliance@liberty.edu. Click to see a full copy of Liberty's Discrimination, Harassment, and Sexual Misconduct Policy (https://www.liberty.edu/media/1226/Liberty_University_Discrimination_Harassment_and_Sexual_Misconduct_Policy.pdf) or the Student Disability Grievance Policy and Procedures (http://www.liberty.edu/media/8021/Disability_Grievance_Procedures.pdf).

Course Attendance

In an effort to comply with U.S. Department of Education policies, attendance is measured by physical class attendance or any submission of a required assignment within the enrollment dates of the course (such as examinations, written papers or projects, any discussion posts, etc.) or initiating any communication with one's professor regarding an academic subject. More information regarding the attendance policy (https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FOnline%2BAttendance%2Band%2BNon-Attendance&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613719138&sdata=%2BNBTsPOoXuHAPLflSQRugK7cRSuV6UyC7qD3agf3l2k%3D&reserved=0) can be found in the Academic Course Catalogs (https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.liberty.edu%2Findex.cfm%3FPID%3D791&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=DjjhMiRBhnF%2B2ZJUC8eBd1OdNb26S9ADukODYsilXlA%3D&reserved=0). Regular attendance in online courses is expected throughout the length of the term. Students who do not attend within the first week of a sub-term by submitting a required academic assignment (such as the Course Requirements Checklist, an examination, written paper or project, discussion post, or other academic activity) will be dropped from the course. Students who wish to re-engage in the course are encouraged to contact Academic Advising to discuss their enrollment options. Students who begin an online course, but at some point in the semester cease attending, and do not provide official notification to withdraw, will be assigned a grade of "FN" (Failure for Non-Attendance (https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwiki.os.liberty.edu%2Fdisplay%2FIE%2FUnofficial%2BWithdrawals&data=02%7C01%7Caccollins2%40liberty.edu%7Cd91431fa6ac547056b5408d833029e1a%7Cbaf8218eb3024465a9934a39c97251b2%7C0%7C0%7C637315433613729132&sdata=MoMvZdPfza69InuhVHMHAVgu59ZP0Fw45xJTu9PIBrU%3D&reserved=0)). Students wishing to withdraw from courses after the official start date should familiarize themselves with the withdrawal policy.

Grading Scale

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

For courses with a Pass/NP final grade, please refer to the Course Grading section of this syllabus for the assignment requirements and/or point value required to earn a Passing final grade.

Add/Drop Policy

The full policy statement and procedures are published in the Policy Directory (https://wiki.os.liberty.edu/display/IE/Dropping+and+Adding+Online+Classes).

Honor Code

Liberty University comprises a network of students, Alumni, faculty, staff and supporters that together form a Christian community based upon the truth of the Bible. This truth defines our foundational principles, from our Doctrinal Statement to the Code of Honor. These principles irrevocably align Liberty University's operational procedures with the long tradition of university culture, which remains distinctively Christian, designed to preserve and advance truth. Our desire is to create a safe, comfortable environment within our community of learning, and we extend our academic and spiritual resources to all of our students with the goal of fostering academic maturity, spiritual growth and character development.

Communities are predicated on shared values and goals. The Code of Honor, an expression of the values from which our Doctrinal Statement was born, defines the fundamental principles by which our community exists. At the core of this code lie two essential concepts: a belief in the significance of all individuals, and a reliance on the existence of objective truth.

While we acknowledge that some may disagree with various elements of the Code of Honor, we maintain the expectation that our students will commit to respect and uphold the Code while enrolled at Liberty University.

Adherence to the principles and concepts established within facilitates the success of our students and strengthens the Liberty community.

The Code of Honor can be viewed in its entirety at http://www.liberty.edu/index.cfm?PID=19155 (http://www.liberty.edu/index.cfm?PID=19155).

📅 Schedule

When	Topic	Notes
Course Overview	Student Acknowledgements	Course Requirements Checklist
Module 1: Week 1	Learn	Read & Interact: 2 items Watch: 3 items
	Apply	Project: Challenge Yourself 1.3 Assignment Project: Challenge Yourself 4.3 (Excel) Assignment
Module 2: Week 2	Learn	Read & Interact: 1 item Watch: 3 items
	Apply	Project: Skill Review 3.2 Assignment Project: Fix It 3.6 Assignment Project: Skill Review 6.2 Assignment
Module 3: Week 3	Learn	Read & Interact: 3 items Watch: 3 items
	Apply	Project: Skill Review 7.1 Assignment Quiz: Excel Formulas & Formatting
Module 4: Week 4	Learn	Read & Interact: 1 item Watch: 5 items

When	Topic	Notes
	Apply	Project: Skill Review 5.2 Assignment
		Project: Skill Review 8.1 Assignment
		Project: Challenge 8.4 Assignment
		Quiz: Excel Advanced Tools
Module 5: Week 5	Learn	Read & Interact: 1 item
		Watch: 2 items
	Apply	Project: PowerPoint Capstone Assignment
		Quiz: PowerPoint
Module 6: Week 6	Learn	Read & Interact: 2 items
		Watch: 1 item
	Apply	Project: Challenge Yourself 2.3 Assignment
Module 7: Week 7	Learn	Read & Interact: 2 items
		Watch: 5 items
	Apply	Project: Challenge Yourself 3.3 Assignment
		Project: Challenge Yourself 4.3 (Access) Assignment
Module 8: Week 8	Learn	Read: 1 item
		Watch: 1 item
	Apply	Article Review Assignment
		Quiz: Access