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
IV. 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 6–8

B. Internet access (broadband recommended)

C. Microsoft Word, Excel, Access, and PowerPoint

D. 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

V. 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.

VI. 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. Student Profile Discussion Board Forum

Discussion boards are collaborative learning experiences. Therefore, the student will post a thread in response to questions about his/her experience and abilities with Microsoft platforms to date. The thread must be 50–200 words and demonstrate course-related knowledge. The student is required to reply to at least 2 other students in the process of assembling his/her group.

D. 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.

E. Group Charter

The student must use the provided template to collaborate with 3–5 classmates on a charter outlining group expectations, communication, and conflict resolution.

F. Microsoft Excel Project

The student must complete a 2-part project related to Microsoft Excel. The first portion is completed individually, and the second portion is completed with a group.

a. Individual Submission

The student will be provided with project guidelines and must use Excel to determine the answers to several calculations for a mock company. The student will be evaluated on the formulas used and the accuracy of the results found using the Excel spreadsheet exercise.

b. Group Submission

The group submission serves as a feedback mechanism to improve upon the individual submission and to expand upon the student’s current abilities in Microsoft Excel. The group must continue the individual submission assignment using a provided worksheet to determine how to correctly calculate values from the individual submission. Additionally, the group must determine and defend the best course of action based on the calculations made on the spreadsheet. The group must provide brief rationales for their assumptions and choices.
G. Microsoft PowerPoint Project

The student must complete a 2-part project related to Microsoft PowerPoint. The first portion is completed individually, and the second portion is completed with a group.

a. Individual Submission

The student must create a presentation, utilizing SmartArt in PowerPoint that introduces him/her in a manner which demonstrates an understanding of his/her audience. The student will give as much information as he/she is willing to share about his/her family and hobbies. The student must integrate at least 3 biblical references and include a discussion about the ethical implications facing creators and users of technology.

b. Group Submission

The group must compile a new PowerPoint presentation incorporating the individual efforts of each group member regarding the ethical implications of technology use and creation. As a group, the students will synthesize their individual analyses into 1 conclusion. Additionally, the group will address how working as a group in this course thus far has affected them.

H. Microsoft Access Project

The student must complete a 2-part project related to Microsoft Access. The first portion is completed individually, and the second portion is completed with a group.

a. Individual Submission

The student must create a new database using a scenario of his/her choosing. The database must include 2 tables, each with appropriate fields and defined data types. Each table must have a primary key, and an appropriate relationship must exist between the tables. There must be at least 50 records added to the database and they must be distributed appropriately in each table.

b. Group Submission

The group must choose 1 group member’s submission to expand upon. After making any necessary corrections to the database entries, the group must create 2 queries: a custom form and a custom report demonstrating the skills learned based on the course required readings and presentations. The group must provide a rationale for each object they create and demonstrate an understanding of its purpose and usefulness.

I. 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.

VII. COURSE GRADING AND POLICIES

A. Points
### Course Requirements Checklist

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Profile Discussion Board Forum</td>
<td>10</td>
</tr>
<tr>
<td>Assignments (1 at 50 pts; 24 at 20 pts ea)</td>
<td>530</td>
</tr>
<tr>
<td>Group Charter</td>
<td>10</td>
</tr>
<tr>
<td>Microsoft Excel Project</td>
<td></td>
</tr>
<tr>
<td>Individual Submission</td>
<td>25</td>
</tr>
<tr>
<td>Group Submission</td>
<td>25</td>
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<tr>
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<td>25</td>
</tr>
<tr>
<td>Group Submission</td>
<td>25</td>
</tr>
<tr>
<td>Test 1 (Modules 1–3)</td>
<td>75</td>
</tr>
<tr>
<td>Test 2 (Module 4)</td>
<td>75</td>
</tr>
<tr>
<td>Test 3 (Module 5)</td>
<td>75</td>
</tr>
<tr>
<td>Test 4 (Modules 6–8)</td>
<td>75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1010</td>
</tr>
</tbody>
</table>

### 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


<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
</table>
| 1           | Manning: *Excel* chs. 1–4 3 presentations | Course Requirements Checklist  
Student Profile DB Forum  
Assignment 1  
Assignment 2  
Assignment 3  
Assignment 4 | 10  
10  
50  
20  
20  
20 |
| 2           | Manning: *Excel* ch. 6  
Review Manning *Excel*: ch. 3 3 presentations | Group Charter  
Assignment 5  
Assignment 6  
Assignment 7  
Assignment 8  
MS Excel Project: IS | 10  
20  
20  
20  
25 |
| 3           | Manning: *Excel* chs. 5, 7  
Test 1 Review 3 presentations | Test 1  
Assignment 9  
Assignment 10  
Assignment 11  
MS Excel Project: GS | 75  
20  
20  
20  
25 |
| 4           | Manning: *Excel* chs. 5, 8, 9  
Test 2 Review 5 presentations | Assignment 12  
Assignment 13  
Assignment 14  
Assignment 15  
Assignment 16  
Test 2 | 20  
20  
20  
20  
20  
75 |
| 5           | Manning: *PowerPoint* chs. 1–8  
Test 3 Review 2 presentations | Assignment 17  
Assignment 18  
MS PowerPoint Project: IS  
Test 3 | 20  
20  
25  
75 |
| 6           | Manning: *Access* chs. 1–3 1 presentation | Assignment 19  
Assignment 20  
Assignment 21  
Assignment 22  
Assignment 23  
MS PowerPoint: GS | 20  
20  
20  
20  
20  
25 |
<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
</table>
| 7           | Manning: *Access* chs. 4–7  
1 presentation | Assignment 24  
Assignment 25  
MS Access Project: IS | 20  
20  
25 |
| 8           | Manning: *Access* chs. 1–7  
Test 4 Review  
4 presentations | MS Access Project: GS  
Test 4 | 25  
75 |
|             | **TOTAL**       |             | **1010** |

DB = Discussion Board  
IS = Individual Submission  
GS = Group Submission  
MS = Microsoft

**NOTE:** Module/Week one begins on Monday and ends at 11:59 p.m. (ET) on Friday. Modules/Weeks 2-8 begin on Saturday and end at 11:59 p.m. (ET) on Friday.