

CSIS270- Business Software Applications

MISSION STATEMENT:

Friends University, a Christian University of Quaker heritage, equips students to honor God and serve others by integrating their intellectual, spiritual and professional lives.

Instructor Information

Name:

Cell:

Office:

Email:

Course Description

An applied course in the use and integration of an Office Information System. Microcomputer lab components include word processing, spreadsheets and presentation software. Meets General Education Goal 4: Breadth of Knowledge (Business).

Credit Hours: 3.0

Overview and Course Goals

Course Objectives:

- The ability to create, format, proof, and edit Microsoft Word documents using the advanced features of Microsoft Office 2019.
- The ability to create, format, proof, and edit Microsoft Excel Workbooks and Spreadsheets using the advanced features of Microsoft Office 2019.
- The ability to create, format, proof, and edit Microsoft PowerPoint presentations using the advanced features of Microsoft Office 2019.
- The ability to integrate Microsoft Word, Excel and PowerPoint to create effective business solutions.

General Education Learning Outcomes

- ***The ability to identify major precedents in the business discipline.*** – Classroom presentations will include explanations of how different business software applications developed new functionality and features to meet business needs over time.
- ***The ability to define key concepts and principles within the discipline.*** – Classroom demonstrations will include explanations of key concepts and principles related to correctly and appropriately using business software applications to efficiently and effectively produce accurate business solutions.
- ***The ability to describe theories and/or methods accurately within the discipline.*** - Classroom presentations will demonstrate and include explanations of methods to use business software applications to analyze business data and transform it into information that may be used to solve business problems.

- ***The ability to apply principles, theories, and/or methods.*** - Structured lab exercises will allow students to demonstrate their understanding of how to apply the principles and theories and correctly use the built-in business software applications features to solve business problems and make business decisions.
- ***How information is taken from sources with enough interpretation/evaluation to develop a coherent analysis or synthesis.*** - Structured lab exercises and hands-on assessments will allow students to demonstrate their understanding of how to apply the principles and theories and correctly use the built-in business software applications features to transform business data into information and present it in narrative, tabular, and graphic format.

Course Policies

ONLINE PARTICIPATION

Participation online is expected throughout the course. Content areas may include discussions, written assignments, quizzes, Internet resources, etc. Each week will be different depending on the assignments required. **A class week is defined as seven days: Monday through Sunday.**

All official university communication will use Friends University issued email accounts. All assignments will be submitted via the Moodle System.

ATTENDANCE POLICY

For online students:

Online attendance is determined by participation in each weekly session.

Successful learning from online courses requires the active and frequent participation and interaction of students through discussion questions. Participation early in the week allows other students to learn and gain insight from your thoughts. Please make efforts to engage throughout the week.

Course Materials

REQUIRED SOURCES:

ADDITIONAL RESOURCES:

Course Structure and Grades

DISCUSSION QUESTIONS (DQ)

Discussion Question responses must meet the following criteria:

Each week your instructor will post a question or will allow students to “help” their classmates by posting tips and tricks in the discussion forum. This is not an opportunity to post the answer, only tools that have been used to successfully complete the assignment. Each discussion will have the expectation listed and make sure to fully read the requirements for the week. Some weeks it will be tips and tricks and other weeks you will be expected to do substantive posts.

Substantive Posts must meet the following criteria:

Substantive Posts (SP) are responses to other students’ initial Discussion Questions (DQ) responses. The concept of the SP is to create proactive and encouraging involvement in

discussion with classmates. The expectation is that students will draw upon professional experience, interpretation of the assigned readings, and other reference material to enrich the broader body of knowledge for the class.

Assignments:

Weekly quizzes:

Quizzes are a review of information that you have read during the week. These are multiple choice and you will have 2 opportunities to take the quiz. Your highest score will be what is added to the gradebook.

Weekly assignments:

The assignments are putting knowledge (what you have read) into practice. The goal is that you have the opportunity to complete tasks and retain information.

Assignment Criteria:

- To receive full credit, all work must be submitted to the appropriate Moodle Assignments folder on the stated due date.
- Late assignments may or may not be accepted for full or partial credit based on the discretion of the instructor.
- The instructor reserves the right to assess partial credit for assignments that do not meet the criterion specified for that assignment.
- The instructor will not accept any assignments or material after the last day of the term.
- All written works, to include papers and PowerPoint presentations, are to follow general APA requirements as applicable (e.g. headers and section headers, numbering, paragraphs, bibliography, citation of references, etc. for papers, and citation of references for PowerPoint presentations if references are used). All documents are to be in Microsoft .doc or .docx format with appropriate spelling and grammar. (12 pt, Times New Roman, double spaced, unless otherwise specified)
- The instructor reserves the right to modify assignments or the class schedule at their discretion.
- **All work must be submitted using an approved computer application. Hand-written or hand-drawn work will not be accepted for grading.**

Grading Policy

A = 90-100%	540-600 points
B = 80-89%	480-539 points
C = 70-79%	420-479 points
D = 60-69%	360-419 points
F = 59% and below	

Course Structure and Grades

ACTIVITIY	AMOUNT	POINTS	TOTAL POINTS
QUIZZES	7	20	140
WEEKLY DISCUSSION	5	10	50
ASSIGNMENTS	12	20	240
COURSE REFLECTION	1	70	70
FINAL PROJECT: POWERPOINT	1	100	100
TOTAL POINTS POSSIBLE			600

Friends University Catalog Links

ADA Student Services

http://catalog.friends.edu/content.php?catoid=12&navoid=479&hl=Disabilities&returnto=search#disa_serv

Student Conduct

http://catalog.friends.edu/content.php?catoid=12&navoid=479&hl=dishonesty&returnto=search#stud_cond_code

Academic Honesty & Honor Code

http://catalog.friends.edu/content.php?catoid=12&navoid=479&hl=dishonesty&returnto=search#acad_hono_code

Course Outline & Assignment Sheet				
Week	Read and Perform Steps	Homework	Due Date	Possible Points
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
Week 6				
Week 7				
Week 8				

STUDENT RESOURCES

Friends University Technology

Technology at Friends University is provided by the Office of Online Learning and Information Technology departments. The Office of Online Learning provides support for Moodle, online learning resources, and technology. The Information Technology department provides technical support, manages hardware and network services, classroom technology and computer labs. Please reference the following links for Friends University technology resources:

- [Self-service Banner \(SSB\)](#): When you are on a Friends University campus computer or away from campus, access with Banner ID and PIN.
- [Moodle](#): Web-enhanced courses can be accessed with network username and password.
- [Email](#): Access your Friends University email account and view instructions for connecting your email to your smartphone.
- [Getting Started with Office 365](#): Instructions for accessing and initially using Office 365 accounts for students.
- [Library](#): Online library resources. Access with network username and password.
- [Password Reset](#): Reset your password for email, Moodle, and on-campus computer access. You will need to know your current password to register with this self-service tool. Once registered with the tool you will be able to reset your password as often as you need.
- **Free Anti-Virus**: McAfee Anti-Virus is available free to all students, faculty and staff with a username and password. [“Free Anti-Virus”](#)
- **Lync**: Communicate with staff and faculty members through our campus instant messaging software.
[Windows 32-bit Operating System](#)
[Windows 64-bit Operating System](#)
- **Windows VPN client**: For remote access please choose the appropriate download:
[Windows Operating System](#).
Please click open to run the automatic install and select all the defaults.
You may download installation instructions [here](#).
- **Macintosh VPN client**: For remote access, it can be downloaded [here](#). Please click open to run the automatic install and select all the defaults. You may download installation instructions [here](#).

Friends University Library

Edmund Stanley Library, named after the University’s first president, is committed to collecting the resources you need for your coursework and to helping you use those resources. The library has books, journals, magazines, newspapers, and media (CDs, DVDs, etc.) and provides access to the full text of articles through online databases.

Go to the Library’s Tutorial Web page <http://library.friends.edu/Tutorials.html> where you will find a variety of instructional materials designed to acquaint you with the Library’s resources and services. Listed under the first header – Library Orientation for DCP (Degree Completion Program) and GRAD (Graduate) Programs – on the Tutorials page is a link to recommendations about the short videos,

tutorials, and handouts that are pertinent to your program. Please contact the Library at 316-295-5880 (toll free 800-794-6945 x5880) or askalibrarian@friends.edu if you have questions or comments.

To navigate from the Friends University homepage <http://www.friends.edu> to the Library's Tutorial Web page follow these steps: 1) Click on "Library" on the lower right of the University's homepage. 2) Click on "Catalog and Databases" on the left. This takes you to FriendLiCat, the Library's online catalog. 3) In the "Library Info" area on the right side where several links are listed, click on "Tutorials."

Academic Resource Center

The Academic Resource Center (ARC) strives to promote the success of every Friends University student by providing individualized assistance and supplemental resources. The ARC provides a variety of help for students in the areas of writing, accounting, finance, and technology. Free assistance is available on a drop-in basis in Room 112 on the first floor of the Edmund Stanley Library. For more information please visit <https://www.friends.edu/academics/resources-support/academic-resource-center/>

Center on Family Living Services

The Center on Family Living provides a number of services for students, faculty, staff and the public. The Center on Family Living provides the following therapy services: premarital therapy, marital therapy, step-family concerns, divorce adjustments, sexual concerns, communication problems, life transitions, work and school stress management, parenting concerns, child behavior problems, anxiety and depression, and grief and loss issues. For more information please visit <https://www.friends.edu/student-life/wellness-counseling/center-on-family-living/center-family-living-services/>

All therapy sessions will be offered at no cost to Friends University students.

Career Services

The Career Services Office provides current students and Friends University alumni with information and resources related to career planning and the job search process. Within career development, there are three service areas in which staff members assist students and alumni: Exploration, Preparation and Connection.

The office offers various career assessments, which can be administered both online and on campus. Assistance with resume writing, interview skills and networking is available. The center also maintains an online job posting system, which allows individuals to access job opportunities that have been posted with our institution by a multitude of employers. For more information please visit: <https://www.friends.edu/students/career-services/>

Falcon Alert System and Campus Security

All students, faculty and staff are automatically enrolled in the Falcon Alert emergency notification system. The offices of the University Registrar and Human Resources asks that you provide any updates to your mobile phone number information as soon as possible to ensure that you receive Falcon Alert. Automated emergency messaging options include email and SMS/text messages.

Friends University will make every effort to implement emergency notifications as soon as reasonably possible from the time appropriate personnel are aware of a campus emergency situation or incident. No guarantee is made as to the timeframe or avenue through which communications will be attempted. For questions about the Falcon Alert System or campus security issues please contact campus security at 316-295-5911.

Campus Ministries

Campus Ministries invites you to re-imagine your faith in the context of your college experience. This means identifying your core narratives, learning how to tell your story and considering who you are becoming. You are invited to recharge, repurpose, reconnect, and re-engage. Our full-time Campus Chaplain and Campus Ministries staff members provide a safe and supportive environment to help you navigate life's challenges. Regardless of where you are on your faith journey, our doors are open to meet with you to explore and expand your understanding of who God is, how are you, and what you and God are doing together in the world. Campus Ministries is committed to praying for the needs of the campus, and invite you to share your request with us by emailing prayerrequest@friends.edu, stopping by room 214 in the Davis Administration Building or calling 316-295-5746.

COVID-19 Policy

Students who have been diagnosed with COVID-19 or who have been advised to quarantine or isolate by a medical professional or a Friends University employee should contact their instructors to make arrangements in order to avoid falling behind in class. Such arrangements may include independent work assigned by the instructor. Instructors are not currently obligated to provide a Zoom link to a face-to-face class. Students who are concerned about the possibility of missing class due to COVID-19 are advised to be vaccinated. Vaccination will be available free of charge on campus a number of times during the first weeks of the semester. Students are also able to be vaccinated at many local pharmacies. This policy may be subject to change during the course of the semester due to a variety of factors, including developments related to COVID-19; changes in local, state, or federal regulations; or the adoption of new university policies.

HONOR CODE Sanctions and Procedures

Part of the value of an Academic Honor Code and Sanctions for Honor Code violations is that it allows faculty and students to have a clear indication of how specific types of "cheating" and violations of academic integrity are addressed. ***(See page 18/19 of the Friends University Catalog.)***

Academic Integrity Process

Sanctions for first time offenses:

The professor suspects and verifies violation of the honor code and notifies the Division Chair/Program Director who sends the information via a form to the Registrar to check for priors. The professor meets with the student to discuss the problem. If the student has no priors, he or she can admit and accept the sanction (generally a zero for the assignment). If the student disagrees, a meeting with the Division Chair/Program Director is scheduled. If the student then agrees to the sanction, notification is sent to the adviser and appropriate division chair/program director. The case is closed and filed in the

Registrar's office. If there is no agreement, the case is sent to the Academic Integrity Board for a final decision.

Sanctions if there has been a prior offense:

All second (or 2+) time offenses and those where the student doesn't agree with the sanctions will be heard by the Academic Integrity Board. If the student is deemed not guilty, the case is closed and the information is filed in the Registrar's office. If the student is found responsible, sanctions could include a failing grade for the course, a notation on the transcript, suspension or expulsion from the university or any combination of these sanctions.

Examples of Academic Dishonesty:

1. Cheating: using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

2. Plagiarism: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

3. Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

4. Obtaining an Unfair Advantage: (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work (f) unauthorized consultation with other students personally, or use of any electronic devices or (g) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

5. Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.

6. Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

7. Unauthorized Access to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Examples of academic dishonesty used by permission of the Northwestern University Undergraduate Academic Conduct Committee.