

## **Business Software Applications**

*CSIS-270-O1*

### 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**

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Name:

Cell:

Office:

Email:

### **Course Description**

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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**

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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

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- ***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

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### 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.

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### 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

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**REQUIRED SOURCES:** Carey, OJA, Parsons, Pinard, Shaffer, Shellman: Microsoft Office 365/Office 2019; ISBN: 9780357025741;



**ADDITIONAL RESOURCES:**

## Course Structure and Grades

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### 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

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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

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## Course Structure and Grades

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ACTIVITY	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

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### ADA Student Services

[http://catalog.friends.edu/content.php?catoid=12&navoid=479&hl=Disabilities&returnto=search#disa\\_serv](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](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](http://catalog.friends.edu/content.php?catoid=12&navoid=479&hl=dishonesty&returnto=search#acad_hono_code)

Course Outline & Assignment Sheet: 8-Week Semester				
Week	Read and Perform Steps	Homework	Due Date	Possible Points
Week 1	Word Modules 1 and 2	<ul style="list-style-type: none"> <li>Word Module 1 Case Problem 1, page WD 1-64</li> <li>Word Module 2 Case Problem 2, page WD 2-52</li> <li>Quiz – Word Modules 1-2</li> <li>Weekly Discussion</li> </ul>		20 points  20 points  20 points 10 points
Week 2	Word Modules 3 and 4	<ul style="list-style-type: none"> <li>Word Module 3 Case Problem 1, page WD 3-57</li> <li>Word Module 4 Case Problem 2, page WD 4-64</li> <li>Quiz – Word Modules 3-4</li> <li>Weekly Discussion</li> </ul>		20 points  20 points  20 points 10 points
Week 3	Excel Module 1	<ul style="list-style-type: none"> <li>Excel Module 1 Case Problem 1, page EX 1-62</li> <li>Quiz – Excel Module 1</li> <li>Weekly Discussion</li> </ul>		20 points  20 points 10 points
Week 4	Excel Module 2	<ul style="list-style-type: none"> <li>Excel Module 2 Case Problem 2, page EX 2-67</li> <li>Quiz – Excel Module 2</li> <li>Weekly Discussion</li> </ul>		20 points  20 points 10 points
Week 5	Excel Module 3	<ul style="list-style-type: none"> <li>Excel Module 3 Case Problem 1, page EX 3-53</li> <li>Quiz – Excel Module 3</li> <li>VLOOKUP Assignment</li> </ul>		20 points  20 points 20 points
Week 6	Excel Module 4	<ul style="list-style-type: none"> <li>Excel Module 4 Case Problem 2, page EX 4-61</li> <li>Quiz – Excel Module 4</li> <li>Pivot table Assignment</li> </ul>		20 points  20 points 20 points
Week 7	PowerPoint Modules 1 and 2	<ul style="list-style-type: none"> <li>PowerPoint Module 1 Case Problem 1, page PPT 1-70</li> <li>PowerPoint Module 2 Case Problem 2, page PPT 2-68</li> </ul>		20 points  20 points

		<ul style="list-style-type: none"> <li>• Quiz – PowerPoint Modules 1-2</li> <li>• Weekly Discussion</li> </ul>		20 points 10 points
	PowerPoint	Final Project		100 points
	Word	Course Reflection		70 points

## 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](#).