

Syllabus

Course Number: CIS 206 / BA 206

Course Title: Business Software Applications

Course Description:

This course introduces business information systems and software typically used in business or professional environments. Emphasis is on the tools one can use to understand software development relative to the business or information needs of an organization. Business software will be used throughout the course to illustrate and practice the concepts covered. Cross-listed: BA 206

Prerequisite Courses:

None

Course Overview:

Course Outcomes:

Upon completion of this course, learners should be able to:

1. Examine and discuss scholarly, selected topics in technology using analysis and research.
2. Demonstrate effective communication through discussions that share research, critical thought, knowledge learned, and applicable experience, while using proper etiquette with peers.
3. Exhibit proficiency and understanding of computer concepts and Microsoft Windows file management.
4. Exhibit proficiency using Microsoft Word, Excel, and PowerPoint
5. Exhibit proficiency and understanding of basic database concepts and Microsoft Access
6. Exhibit proficiency integrating Microsoft Office and other data sources.
7. Demonstrate in-depth knowledge and research of technology that supports the student's field of study.
8. Reflect on their commitment toward lifelong learning of computers and technology that supports their personal, educational, and business needs.

Course Materials:

Required Texts:

Beskeen, D., Cram, C. M., Duffy, J., Friedrichsen, L., & Reding, E. E. (2011). *Microsoft Office*

2010 illustrated: *Introductory first course* (1st ed.). Boston, MA: Course Technology (Cengage Learning). ISBN13: 978-1-111-98447-2 or ISBN10: 1-111-98447-6 (book bundled with Video Companion DVD).

Required Resources:

You will need to obtain data files for all practice lessons in the book. To do so, complete the following steps using Internet Explorer:

1. Click this link ([Book Data Files](#)) to get your book data files.
2. Click **Run** (Note: If a message appears that the publisher cannot be verified, click **Run** again.)
3. Click **Browse** to select a location on your computer for extracting the data files.
4. Next, click the option to **Unzip**.
5. Click **OK** and go to the location selected in step 3 to verify that the data files were extracted successfully.

Technology Tools:

Students can obtain free copies of Microsoft Office Suite applications, Access, Project, Visio, etc. to support your work in this class through our academic alliance with Microsoft (MSDNAA). Please email the MSDNAA Administrator (msdnaa@regis.edu) with your name and course number. You will receive an email from the Administrator that provides you with a link to the Microsoft DreamSpark website and instructions. These copies are valid for one year.

Optional Materials:

None

Pre-Assignment:

Post

Discussion 1: Induction

Discussion 2: My Computer on the Job,

Discussion 3: Web Site Evaluation

Read

Concepts Unit A Windows 7 Units A-B Internet Explorer 8 Unit A Office 2010 Unit A

Case Assignment:

Creating Windows Based Files, Folders and Sub-folders

Pre-Assignment Due Dates:

Classroom-based Format: This assignment is due the first night of class.

Online Format: The instructor will specify the due date for this assignment.

Course Assignments and Activities:

	Topics	Activities	Reading Assignments	Assignments
1	Computer Concepts Windows and File Management Internet Research Introduction to Microsoft Office	Discussion 1: Post Your Introduction Discussion 2: My Computer on the Job Discussion 3: Web Site Evaluation	Concepts Unit A Windows 7 Units A-B Internet Explorer 8 Unit A Office 2010 Unit A	Case Assignment: Creating Windows Based Files, Folders and Sub-folders
2	Microsoft Word Part I and Introduction to Research Paper	Discussion: Research Paper Topic Selection	Word 2010 Units A-B	Case Assignment: Letter of Interest and Resume
3	Microsoft Word Part II and Internet Security and Ethics	Discussion: Internet and Computer Security	Word 2010 Units C-D	Case Assignment: Holiday Flyer
4	Microsoft Excel Part I and Social Networks	Discussion: Social Networking	Excel 2010 Units A-C	Case Assignment: Home Budget (Part 1) - Data Entry and Formatting
5	Microsoft Excel Part II and E-business	Discussion: Electronic Commerce Business Models and Benefits	Excel 2010 Units D	Case Assignment: Home Budget (Part 2) - Basic Analysis using Formulas and Charts
6	Microsoft Excel Part III Microsoft Access and comparing Access and Excel	Discussion: Microsoft Access vs. Microsoft Excel	Access 2010 Units A-D	Case Assignment: Auto Loan Calculator
7	Microsoft PowerPoint and Research Paper Draft Review	Discussion: Research Paper Draft Review	PowerPoint 2010 Units A- D	Case Assignment: Research Paper Highlights
8	Course Summary Reflection and Research Paper Final Draft	Discussion: Course Summary Reflection	Review	Research Paper (Final Draft)
			Maximum Points Possible:	

Course Policies and Procedures:

Written Assignments

An important component of this course is the completion of written assignments. All written work is expected to meet undergraduate level standards. Assignments will be graded for content and for writing skills.

The Publication Manual of the American Psychological Association (APA) is to be used for written work in the College for Professional Studies. Research papers required in this and other courses are expected to follow APA guidelines. The facilitator will provide format, submission, and guidelines for the assignments.

APA Resources: <http://www.regis.edu/regis.asp?sctn=ars&p1=ws>

Participation

Due to the accelerated nature of the course, class participation is very important since we can learn from each other. Your participation points can make a difference in the final grade. If you do not participate during any given week, you will lose the participation points of that week.

Participation means:

- Being present in class every session (classroom)
- Being present at least three days in the forum every week (online)
- Effectively responding to questions from the facilitator (classroom)
- Checking the discussion forum daily and posting all required assignments, initial discussion question(s) postings, and discussion reply postings by the deadlines (online)
- And contributing to classroom/forum discussions, etc.

Assignment	Value (percent of overall course grade)
Forum Discussion Topics/Participation	20%
Case Assignments (Weeks 1-7 Combined)	60%
Research Paper (Final Draft)	20%

TOTAL	100%
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CC&IS Grading Scale

Letter Grade	Percentage	Grade Point
A	93 to 100	4.00
A–	90 to less than 93	3.67
B+	87 to less than 90	3.33
B	83 to less than 87	3.00
B–	80 to less than 83	2.67
C+	77 to less than 80	2.33
C	73 to less than 77	2.00
C–	70 to less than 73	1.67
D+	67 to less than 70	1.33
D	63 to less than 67	1.00
D-	60 to less than 63	.67
F	Less than 60	0

Additional information about grading can be found in the latest edition of the University Catalog, available at <http://www.regis.edu/Academics/Course%20Catalog.aspx>.

CC&IS Policies and Procedures

Each of the following CC&IS Policies & Procedures is incorporated here by reference. Students are expected to review this information each term, and agree to the policies and procedures as identified here and specified in the latest edition of the University Catalog, available at <http://www.regis.edu/Academics/Course%20Catalog.aspx> or at the link provided.

- The CC&IS Academic Integrity Policy.
- The Student Honor Code and Student Standards of Conduct.
- Incomplete Grade Policy, Pass / No Pass Grades, Grade Reports.
- The Information Privacy policy and FERPA. For more information regarding FERPA, visit the [U.S. Department of Education](http://www.ed.gov).
- The HIPAA policies for protected health information. The complete Regis University HIPAA Privacy & Security policy can be found here: <http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Auxiliary-Business/HIPAA.aspx>.
- The Human Subjects Institutional Review Board (IRB) procedures. More information about the IRB and its processes can be found here: <http://regis.edu/Academics/Academic-Grants/Proposals/Regis-Information/IRB.aspx>.

The CC&IS Policies & Procedures Syllabus Addendum summarizes additional important policies including, Diversity, Equal Access, Disability Services, and Attendance & Participation

that apply to every course offered by the College of Computer & Information Sciences at Regis University. A copy of the CC&IS Policies & Procedures Syllabus Addendum can be found here: <https://in2.regis.edu/sites/ccis/policies/Repository/CCIS%20Syllabus%20Addendum.docx>.

