

# BUSN331

**STUDENT WARNING:** This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

---

## Course Summary

**Course :** BUSN331 **Title :** Fundamentals of Business Analysis II

**Length of Course :** 8

**Prerequisites :** N/A **Credit Hours :** 3

---

## Description

**Course Description:** This course explores the use of Relational Databases to analyze business data, create queries regarding specific areas of interest, and generate reports regarding trends. Students will develop skills utilizing Microsoft Access, a relational database, to demonstrate proficiency in manipulating database elements of interest to a business.

### Course Scope:

The Fundamentals of Business Analysis II provides the student with an understanding of the styles and techniques used to produce effective requirements. Emphasis is placed on ensuring requirements reflect business goals. Topics include data requirements, quality factors, product life cycle and validation.

---

## Objectives

A successful student will fulfill the following learning objectives:

CO1. Apply a variety of techniques and styles such as context diagrams, workflow diagram and use cases to produce requirements based on the situation

CO2. Report analysis findings

CO3. Produce effective requirements documents

CO4. Apply effective procedures for managing changes to requirements

CO5. Effectively assess the impact and cost of changes

---

## Outline

### Week 1: List Management

---

Learning Objective(s)

- Define lists
- Data management and lists

## Learning Materials

- [Basic Formulas in Excel 2016](#)
- [GCFLearnFree Excel 2016](#)
- [Multiple Sorting Options in Excel 2016](#)
- [Sorting in Microsoft Excel 2016](#)
- [Video 1: Introduction to Access \(6:17\)](#)
- [Video 2: How to use database Templates \(15:06\)](#)
- [Video 3: Creating, Saving and Opening Access \(9:06\)](#)
- [Video 4: Navigating the Access Workspace \(14:07\)](#)
- [Video 7: How to use Contextual Menues \(4:14\)](#)
- [Video 8: Using the Status Bar \(4:21\)](#)

## Activities and Assessments

Week #1 Assignment (Navigate to the Assignments via the link at the left)

Introduction Forum

## **Week 2: Relational Database Management**

---

### Learning Objective(s)

- Relational databases
- Using Excel and Access for relational databases

### Learning Materials

- [Creating Forms to enter data \(14:49\)](#)
- [GCFLearnFree.org: Access videos 2, 3, 4, 5, & 6](#)
- [How to create Tables \(15:09\)](#)
- [Relational Database Management Systems](#)
- [Video 10: How to create a Table \(15:07\)](#)
- [Video 11: Adding Fields and Using Indexed Fields \(11:58\)](#)
- [Video 12: How to use the Lookup Wizard \(14:46\)](#)
- [Video 13: Adding Numeric Fields \(15:15\)](#)

## Activities and Assessments

Week #2 Assignment (Navigate to the Assignments via the link at the left)

[Week 2 Forum Discussion](#)

## **Week 3: Querying a Relational Database**

---

### Learning Objective(s)

Define queries

### Learning Materials

- [Designing a Multi-Table Query in Microsoft Access 2016](#)
- [Designing a Simple Query in Microsoft Access 2016](#)
- <https://www.gcflearnfree.org/access2016/designing-a-simple-query/1/>
- [More Query Design Options](#)

- [Video 1: Microsoft 2013 Query Design](#)
- [Video 2: Multi Table Queries](#)

Activities and Assessments

Week #3 Assignment (Navigate to the Assignments via the link at the left)

[Week 3 Forum Discussion](#)

## **Week 4: Mid-Term/ Review of Material from Weeks 1-3**

---

Learning Objective(s)

- Define Lists
- Data management and lists
- Relational databases
- Queries

Learning Materials

- [Video 1: Simon SezIt - How To import Data from Excel into Access](#)
- [Video 2: Access 2016 for Dummies: How to import data from Excel into Access \(step-by-step\)](#)

Activities and Assessments

Midterm Exam (Navigate to the Tests & Quizzes via the link at the left)

## **Week 5: Information Communication**

---

Learning Objective(s)

Define and create reports

Learning Materials

- [Access 2016 Reports: Designing Reports](#)
- [GCFLearnFree: Access 2016 Advanced Reports](#)
- [GCFLearnFree: Access 2016 Basic Reports](#)
- [Relational Databases and Microsoft Access](#)

Activities and Assessments

Week #5 Assignment (Navigate to the Assignments via the link at the left)

[Week 5 Forum Discussion](#)

## **Week 6: Interface Design**

---

Learning Objective(s)

- Forms for data entry
- Forms and databases

Activities and Assessments

Week #6 Assignment (Navigate to the Assignments via the link at the left)

## [Week 6 Forum Discussion](#)

### **Week 7: Database Application Development**

---

#### Learning Objective(s)

- Building database applications
- Macros

#### Learning Materials

- [Strategic Planning](#)
- [How to grow your business and sales faster](#)
- [Strategic Thinking Made Easy](#)
- [What is Strategy](#)

#### Activities and Assessments

Week #7 Assignment (Navigate to the Assignments via the link at the left)

## [Week 7 Forum Discussion](#)

### **Week 8: Wrap-up Course**

---

#### Learning Objective(s)

Review key concepts from Weeks 1-7

#### Activities and Assessments

Week #8 Assignment (Navigate to the Assignments via the link at the left)

## [Week 8 Forum Discussion](#)

---

## **Evaluation**

### **Grading:**

Name	Grade %
------	---------

---

## **Materials**

**Book Title:** Various resources from the APUS Library & the Open Web are used. Please visit <http://apus.libguides.com/er.php> to locate the course eReserve.\*

**Author:**

**Publication Info:**

**ISBN:** ERESERVE NOTE

---

---

# Course Guidelines

## Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

## Tutoring

- [Tutor.com](https://www.tutor.com) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

## Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arraignments have been made with the instructor.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

## Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

## Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

## Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

## Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

## Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- “Substantive” means comments that contribute something new and important to the discussion. Thus a message that simply says “I agree” is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.
- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.
- Replies must be posted in the week due and replies after the end of the each week will not be graded.

## Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be accepted without prior instructor approval.

---

## University Policies

### [Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

The mission of American Public University System is to provide high quality higher education with emphasis on educating the nation’s military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.

**STUDENT WARNING:** This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.