

B&E 105 - TECHNOLOGY FOR BUSINESS SOLUTIONS
GATTON COLLEGE OF BUSINESS AND ECONOMICS
UNIVERSITY OF KENTUCKY
SUMMER 2014

Tim Riley

Office Hours: M 2:00-3:00 pm

Office Hours Location: LTS 019

Email: tim.riley@uky.edu

Class Web Login: Blackboard at <http://elearning.uky.edu>

COURSE DESCRIPTION

This course prepares pre-major students in the Gatton College of Business & Economics to use business software at a high level of proficiency and focuses on Microsoft Excel and Access. Lectures will be supplemented with hands-on experiences with business problems.

PREREQUISITES

ACC 201 and ECO 201, pre-major in the Gatton College of Business & Economics, or consent of instructor.

COURSE MATERIALS

Students must have a laptop computer. The computer must have access to the Windows version of Microsoft Office 2013 by at least one of the following methods:

1. Citrix via a web browser. (See more detailed directions on the class website)
2. Install Office 2013 on your Windows laptop. (See more detailed directions on the class website)

Visit the course Blackboard website for course materials.

THE CLASSROOM

Students should bring laptops to the class so that they can actively follow along with the material. You must exhibit civil, professional behavior at all times during class. The use of cell phones or other devices to send or receive messages during class is strictly prohibited.

GRADING POLICY

Grading for the course will be based on five exams. All exams are closed book/closed notes and must be completed individually. The exams will be given during the normal class time in the usual classroom in nursing (CN 625). It is your responsibility to make sure that your exam is correctly submitted via Blackboard. Exams that are not correctly submitted will receive a grade of zero.

Each exam is worth 25 points. Your lowest exam score will be dropped, so the final percent is based on the highest four of the five exams. The grading scale is as follows: 90% and above is an A, 80% to 89.99% is a B, 70% to 79.99% is a C, 60% to 69.99% is a D, and below 60% is an E.

The dates for the in-class exams are May 16, May 21, May 27, June 2, and June 4. On these five exam dates we will meet in our usual classroom (CN 625).

This course follows University Policy regarding cheating and plagiarism. Students should refer to Student Rights and Responsibilities Handbook (6.3.0-6.3.2). Students should be aware of the seriousness of such offenses.

ATTENDANCE POLICY

Students need to notify the me of absences **prior** to exams when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, and (d) major religious holidays.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request ‘appropriate verification’ when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

ACADEMIC INTEGRITY

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate

acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

When a student's work involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

POLICY ON ACADEMIC ACCOMMODATIONS DUE TO DISABILITY

If you have a documented disability that requires academic accommodations, please see me as soon as possible during the scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

TENTATIVE COURSE OUTLINE

Software Installation (May 13 This date only meet in B&E 148)

Excel Basics (Exam Date: May 16)

- Worksheets
- Formulas
- Formatting
- Copying and Pasting
- Absolute and Relative References
- Error Messages
- Dates

Supply and Demand Curves (Exam Date: May 21)

- Formulas
- Line Graph
- Goal Seek

Retirement Planning (Exam Date: May 27)

- Formulas
- Formatting
- Spinners
- Naming Cells

Stock Portfolio (Exam Date: June 2)

- Formulas
- Formatting
- Pie Chart
- Pivot Table

Assorted Functions (Exam Date: June 4)

- Formulas