

B&E 105 - TECHNOLOGY FOR BUSINESS SOLUTIONS
SECTION 206
8:00 TUESDAYS IN CN 625
GATTON COLLEGE OF BUSINESS AND ECONOMICS
UNIVERSITY OF KENTUCKY - SPRING 2018

David Moore

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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.

STUDENT LEARNING OUTCOMES

1. Use absolute and relative references to build dynamic spreadsheets that update quickly and easily when economic conditions change.
2. Calculate supply and demand equilibrium and display the output in a graph.
3. Use spinners and conditional statements to build a dynamic table (e.g., build a retirement plan given inputs where the plan updates automatically as the inputs change).
4. Monitor a stock portfolio by automatically updating stock prices from the internet and displaying a pie chart of stock value as a fraction of portfolio value.
5. Utilize a pivot table to break down a stock position by sector.

TECHNOLOGY REQUIREMENT

Students should have a laptop computer with access to the Windows version of Microsoft Office 2016 by at least one of the following methods:

*Instructions for software installation can be found on Canvas.

1. Citrix via a web browser on your Mac. The Citrix Receiver software is available at <http://receiver.citrix.com>.
2. Install Office 2016 on your Windows laptop. UK has a site license, and you can download the installer at <http://download.uky.edu>.

Your laptop should also have current browser and e-mail packages. You are responsible for all class e-mails. Check your e-mail at least once or twice a day. Make sure that class e-mails are not being filtered out by anti-spam software (this is particularly important if you use a non-UK e-mail account).

The course email address is BE105@uky.edu. It is important that you use this email address. If you send course emails to any other email address, you may not get a timely response (or any response). Similarly, you should not send messages via Comments in Canvas in response to exam grades. You will get the most timely response to electronic messages by sending email to BE105@uky.edu.

TECHNOLOGY HELP AND LIBRARY SERVICES

The UK Analytics and Technologies Service Desk is available for all supported student technology needs by phone at (859) 218-HELP or by e-mail at 218help@uky.edu. The UK Analytics and Technologies website is <http://www.uky.edu/ukat/>. Additional resources include:

Distance Learning Programs:

Web: <http://www.uky.edu/ukonline>

Distance Learning Library Services (provides access to UK's circulating collection):

Carla Cantangallo, DL Librarian

Web: <http://libraries.uky.edu/DLLS>

Phone: 859-218-1240

E-mail: dllservice@email.uky.edu

DL Interlibrary Loan Service: http://libraries.uky.edu/page.php?lweb_id=253

Note that the campus computer labs have all the necessary software installed to be successful in the class. If you run into trouble with your computer, you can always go to one of the campus labs to access the class web pages, view videos, and run Excel 2016.

THE CLASS

Material for the course is covered in a series of videos available on the course website. The videos allow you flexibility to learn the content on your schedule. This delivery method also allows you to start, stop, and replay the videos until you understand and can reproduce the actions in the videos. While it is up to you exactly when you watch the videos, it is a good idea to start early and watch them often. Do not wait until the last day before the exams to watch the videos. Waiting to watch the videos means that you will have limited opportunities (or maybe no opportunities) to correct any issue that arises. Please start early. Exams are given every week for five consecutive weeks in CN 625.

The best way to contact me is through e-mail. E-mails received before 3:00 p.m. on a weekday generally will get a response on that day. E-mails received after 3:00 p.m. generally will receive a response by the following day. E-mails received after 3:00 p.m. Friday generally will receive response by noon on the following Monday. You are responsible for all class e-mails. Again using an email address other than the course email address may lead to late or no response to your email. The course syllabus conforms to University Senate Syllabus Guidelines and Distance Learning Considerations.

After the first class meeting, all other class meetings will be exams. You must exhibit civil, professional behavior at all times during class meetings. The use of all electronic devices (including but not limited to cell phones, laptops, tablets, iPads, smartwatches, and headphones) on exam days is strictly prohibited in CN 625 (before, during and after the exam). All these electronic devices must be turned off and put away in a backpack or carrying case.

COURSE MATERIALS

Course materials are available on the course Canvas website including sample spreadsheets and video lectures. The materials are categorized by exam. For example, to find the materials for the first exam, log into the class Canvas page, and click on Assignments link in the navigation items to the left. Click on the Links to Videos for Exam #1 item. You will be sent to a new page with links to the Excel "Tools" file and the videos. The first item is an Excel file called Basic Skills File which you can download by clicking on the large green button. You should download and open this file in Excel 2016. Below the Basic Skills File link are five embedded videos that provide the instruction for Exam #1 topics and use the Basic Skills File. Watch each video by clicking on the large blue button for each video and follow along by completing the Basic Skills file. You do not need to hand in your completed Basic Skills file, but it is extremely important that you complete it and practice it regularly so that you will be prepared for the exam. File and video link locations for all five exams may be downloaded in a similar manner.

The videos show you how to use Excel as a powerful spreadsheet. One of the key features of a spreadsheet is cell references (relative, mixed and absolute references). In general, you want to hardwire in as few numbers as possible into a spreadsheet. It should be flexible so that when the world changes, the spreadsheet should be easily updated with a minimum of changes. If you hardwire numbers in there is no flexibility and you are using Excel as a calculator rather than a spreadsheet.

The class website also allows you to view all your graded exams. You can view your grades by clicking on the Grades link in the navigation items to the left.

If your laptop or software is not functioning properly for your out of class work, you can always go to university computer labs to run Excel 2016, view videos, etc. All exams must be taken using the version of Excel 2016 installed on the desktop computers in CN 625.

GRADING POLICY

Grading for the course will be based on five exams. All exams are closed book/closed notes and must be completed individually. You must use your assigned desktop computer in CN 625 to complete and submit your exam. Before the exam starts you can use Chrome to go to the class web site. You are not allowed to use Excel Help, use other software or visit any other web sites **at any time in CN 625 on exam days** unless specifically instructed to do so on the exam. If you have other software running, Excel Help open, or have any other web site open, you will receive a zero on the exam.

Any material from the videos including business formulas is fair game for the exams. The exams will be given during the normal class time using the computers in the computer labs in the Nursing building (CN 625). It is your responsibility to make sure that your exam is correctly submitted via Canvas. Exams that are not correctly submitted will receive a grade

of zero. After submitting your exam to the class web site, click on the small link in the following screen to re-download the submitted file, and open it in Excel to confirm that you properly submitted the correct exam.

Each exam is worth 25 points and you will have 35 minutes to complete it and 5 minutes to submit it. You are not allowed to work on your exam past the 35 minute mark. The submission software stops accepting submissions at the 40 minute mark (using the clock on the server and not your watch or the clock on your class computer).

There is a Grades link on the left of the class web page where you can find your exam scores and notes for any points lost. Your exam scores will be updated to the class Canvas website as soon as the exams are graded. If you have a question about the grading on an exam, you must contact us and get the problem resolved within one week of the exam. Your lowest exam score will be dropped, so the final percent is based on the highest four of the five exams. There is no extra credit for this class. 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 January 23, January 30, February 6, February 13, and February 20. The software installation day (January 16) and all exams take place in CN 625 of the Nursing building.

You must provide your valid UK ID prior to taking each exam. A student will receive a score of 0 for any exam for which they cannot provide a valid UK ID. There will be assigned seating for the exams. A student must sit in the assigned seat and use Excel 2016 on the lab computer at his or her assigned seat to receive credit for the exam.

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.

TIPS TO PERFORM WELL

The course has been developed so that everyone can do well. Of course, what you do will have a big impact on your level of success. To help you out, below is a list of tips that will help you get to a successful outcome.

1. Attend the first day of class on January 16 and pay careful attention. A few students lose points later in the semester that they would not have lost had they understood everything from the first class.
2. Carefully read and understand the syllabus in the first week of the class.
3. Start the videos for each exam early. Do not wait until the last day before the exam to complete the videos.
4. While watching the videos, follow along in Excel 2016. Doing is a much better way to learn than just watching.
5. Some students watch the videos the first time without following along in Excel and just take notes. They follow along in Excel 2016 in the second viewing of the video. Different students have different learning styles. Find a process that works for you.

6. Practice the material repeatedly. Get to the point where you do not need the videos to tell you what to do next.
7. If Excel is not behaving the way that you expect, it is much better to assume that it is something that you are doing wrong rather than something Excel is not doing wrong. While software can occasionally misbehave, usually it is student error that causes most problems. Computers tend to be very picky about having exactly the right steps done in exactly the right order. Deviating from the correct path just a little is frequently more than current computers can take and leads to errors or problems. It is very, very important that you learn to pay careful attention to every detail. Note that this is not about assigning blame, but rather finding solutions. If you assume that it is a computer error, you stop trying to find the solution. If you assume that it is your error, you continue to search for the right solution.
8. Bring your valid UK ID to every exam. If you do not bring your UK ID to the exam you will not be able to take the exam and you will get a score of 0. No other forms of ID will be accepted. If you lose your UK ID you should immediately get a replacement UK ID. For UK ID information see <http://www.uky.edu/Police/UKID/index.html>.
9. Get to the exam early enough to find your assigned seat, log in to the computer, open a browser (preferably Chrome), and log in to the class Canvas web site before class starts.
10. Make sure that you remember your Link Blue username and password. It is necessary to log in to the computers in CN 625 and to log in to Canvas. We have no access to that system and cannot reset your Link Blue password. If you are having trouble logging in, make sure that there are no spaces in front of or behind your username that you typed in the login screen.
11. Rather than opening your exam file directly, save the file and then open it. We don't have name restrictions for the file, but you need to remember what your exam filename is and where you saved the completed exam so that you can successfully submit it.
12. When working with Excel, save your work regularly. If the software hangs or has problems you will have a saved file to go back to. Saving regularly is particularly important during exams. This is a good practice to get into whenever you use a computer.
13. Do not wait until the last minute to submit your exam. The software is timed so that it stops accepting exams when the exam time is over. When the 35 minutes is over for the exam, immediately complete the submission process. You will be given 5 minutes to submit the exam. At 40 minutes past the hour, the software will stop accepting submissions (even if it is just seconds afterward). It doesn't happen often, but there have been cases where students tried to submit exams after the software stopped accepting them. Any student that does not successfully submit exam will receive a score of 0 on that exam. After you have submitted your exam, please log off the machine and leave the room quickly so we can get set up for the next exam.

14. Don't forget to hit the **Save Changes** button on the submission form. If you do not hit that button, you will not have submitted the exam and there will be no exam to grade.
15. After submitting your exam, re-download the exam and open it in Excel. Make sure that it is the version of the exam that you want graded. Occasionally a student will hand in an original blank exam or an unfinished exam by mistake. We grade the exams that are submitted on time through the Canvas web site. Make sure your submitted exam is the one that you want graded.

ATTENDANCE POLICY

S.R. 5.2.4.2 includes the following as acceptable reasons for excused absences: (a) serious illness of the student or serious illness of a member of the student's household or immediate family, (b) illness or death of immediate family member (For the purpose of this rule, immediate family is defined as spouse or child or parent or sibling; and grandchild or grandparent), (c) University-related trips, (d) major religious holidays, and (e) interviews for full-time job opportunities post-graduation and for graduate or professional school.

Students are required to notify the professor of absences and provide appropriate documentation two weeks prior to exams for absences that can be anticipated (e.g., for University-related trips, major religious holidays and interviews) to be eligible for a makeup exam. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Senate Rule 5.2.4.2 states that faculty have the right to request appropriate verification when students claim an excused absence (e.g., an obituary that explicitly mentions your name as a relative or other additional supporting documentation that clearly identifies you as a relative). Note that the Explanatory Statement for Absence from Class (a Tier 1 excuse) is not acceptable documentation. You must provide documentation as soon as possible and no later than one week after the missed exam/assignment. Makeup exams/assignments are not offered when the documentation is late or missing. The tentative schedule for makeup exams is on March 6 during our normal exam time in CN 625.

Any student that misses more than 20% of the regularly scheduled course meetings or exams due to excused absences will need to drop the course or restart the course at a future date that permits full engagement in the course.

Also recall that students need to bring a valid UK ID to every exam, sit in his or her assigned seat, and use Excel 2016 on the lab computer at that seat.

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 web site: <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 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 (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multi-disciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

TENTATIVE COURSE OUTLINE

Introduction and Software Installation (January 16)

Excel Basics (Exam Date: January 23)

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

Supply and Demand Curves (Exam Date: January 30)

- Formulas
- Line Graph
- Goal Seek

Retirement Planning (Exam Date: February 6)

- Formulas
- Formatting
- Structuring Spreadsheets

Stock Portfolio (Exam Date: February 13)

- Formulas
- Formatting
- Pie Chart
- Pivot Table

Assorted Functions (Exam Date: February 20)

- Formulas

Makeup Exam Date: March 6