

The mission of Concord University is to provide a quality, liberal arts based education, to foster scholarly and creative activities, and to serve the regional community.



The Mission of the Business Administration degree program at Concord University is to transform our students into competent and responsible business leaders through high quality teaching and personalized advising, while stimulating their academic and service zeal within the context of Concord's strong liberal arts tradition. Business faculty engage in active research and service to ensure that our graduates are ready to take on the challenges of the business world or to pursue rigorous graduate education.



COURSE SYLLABUS – Spring 2019
BGEN 222, Business Productivity Software, 3 credit hours
Online Course
CRN 20109, sec 1AS

Instructor Contact Information

Dr. Susan Robinett, Associate Professor
 Campus Box 93
Office: Rahall 204
Office Phone: 304.384.5321
E-Mail: robinett@concord.edu

Office Hours

M, W – 1:00-2:30 p.m.
 T – 9:00-10:00 am
 R – 2:00-3:00 p.m.

other meeting times by appointment only

Essential Info:

www.concord.edu/emergency-alerts
 Sign up for emergency text messages –
<http://sms.concord.edu>
 You should sign up for emergency alerts, but as this is an online class, instruction and completion of assignments will not be disrupted due to cancellations.

Text, Materials, and Technology Required



- Microsoft Office 365 Excel 2016 Comprehensive Edition – Shelly Cashman Series, Freund, Starks, & Schmieder. Cengage Learning, 2016, ISBN:13-978-1-305-87072-7
 - Microsoft Office 365 Access 2016 Intermediate Edition – Shelly Cashman Series, Pratt, P. J. & Last, M. Z. Cengage Learning, 2016. ISBN: 13: 978-1-305-87062-8
- (The textbooks are used extensively in the course and you must get the textbooks immediately. We will be covering Excel first if you want to buy the books separately. Please let me know immediately if you do not have access to the Excel text by the second week of the semester.)

- Blackboard Learning Management System
- **Technology Services:** For assistance with Blackboard or email (or any CU technology issue) contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also email cuhelpdesk@concord.edu
- Access to Microsoft Excel and Access 2016 (2013 with instructor approval)
- Storage device to save all documents created in the course
- Concord email account which will be utilized as an additional communication tool
- Keyboarding experience is necessary and helpful.

Course Information

Course Prerequisite: None – A proficiency in correct keying is recommended.

Catalog Description: Advanced business productivity software, specifically spreadsheet and database software programs are explored. Business related applications are developed through hands-on usage of business software by creating (1) advanced numerical spreadsheet applications using Excel software and (2) the development of data file management systems using Access software.

Course Learning Goals and Objectives

To prepare students for successful job performance requiring computer usage in business application software, this course will address, and place emphasis upon, the practical and applicable side of business-related computer software usage. Software applications to be covered include using windows explorer as a file management tool, designing and uploading a personal website for career exploration, preparing numerical business analysis problems utilizing spreadsheet software, and maintaining and using database management software to create useful reports from data files. Students will be considered computer literate through the usage of computer terminology and computer software application knowledge.

Course Rationale: In today's business environment, knowledge of using productivity software is an integral component of a career. It is imperative for business students, as well as others preparing for other careers, to become computer literate and knowledgeable concerning the operations of business related computer software such as operating systems and specific business productivity application programs.

Course Goals and Objectives: The goals and objectives of this course will be accomplished through a variety of hands-on, computer application assignments. Relevant topics and concepts will be presented to provide students with a learning experience related to real-world business settings. Students are expected to take responsibility for their learning, meet the high expectations set for them, and enjoy new successes they can experience through improved computer skills.

The general goals for this course are as follows:

- A. The student will utilize Microsoft Excel 2016 spreadsheet software for creating and maintaining a variety of numerical analysis business worksheets.
- B. The student will utilize Microsoft Access 2016 database software for creating, maintaining, and running a variety of informational business related reports from raw data.

Course Learning Objectives are to:

1. Create a Worksheet with a Chart, formulas, functions and formatting
2. Create Large Worksheets with What-If Analysis
3. Create a Worksheet with financial functions, data tables, and amortization schedule
4. Create a Worksheet using multiple worksheets and workbooks
5. Manipulate a worksheet through sorting and querying a table
6. Create templates, import data, and work with SmartArt, Images, Screen Shots
7. Create Worksheets with trendlines, PivotTables, Pivot Charts Reports and Slicers
8. Create an Access database
9. Query and maintain an Access database
10. Create forms and reports within Access

Degree Program Learning Goals: In this course, specific projects are assessed to determine the success rate of students that are meeting or exceeding the skills and abilities as defined by the degree program learning goal for technological competency. After successful completion of the degree program of business administration students should be able to perform at an acceptable or higher level in order to demonstrate proficiency in technological skills based on the following objectives:

1. Use technology resources to design, develop, and present information
2. Effectively organize and manage data using the appropriate computer software.

Teaching Procedures

PowerPoint lecture slides and other support materials will be posted on Blackboard for your use. ALL assignments will be submitted via Blackboard only – you cannot submit via email or any other method – use Blackboard. Also, Excel and Access 2016 are the software used in this course (use of 2013 needs instructor approval) – **do not** submit assignments with 2010 or older software versions. Also, if using software such as a MAC or Apple product, you may encounter issues with the ability to complete some tasks or assignments. **Access is not available if using a Mac or Apple product.**

This course offers a wide range of activities including a lengthy step-by-step assignment for each chapter, lab exercises, discussion posts for peer-to-peer and peer-to-instructor communication, application tests which allows you to use your knowledge of the material in creative ways, as well as Multiple Choice and True/False tests. Each chapter builds on each other and therefore allows you to progress on your skill and learning of the concepts.

Method of Evaluation

A point system will be utilized to configure grades with a total of **600 possible points**. The grading point scale to be used is as follows:

A = 90 – 100%	540 – 600 Points	Track your points and you can easily determine your grade at anytime.
B = 80 – 89%	480 – 539 Points	
C = 70 – 79%	420 – 479 Points	
D = 60 – 69%	360 – 419 Points	
F = Below 60%	359 and below	

- A. **Module Projects and Lab Assignments (50 points):** After the learning module presentation of material, students will be expected to complete computer application problems to reinforce the software applications as presented in the individual learning modules. Students should plan to spend approximately **6 hours** per week working on lab assignments. The hands-on computer assignments are to be used as study preparation for application exams.
- Students should have all work completed and uploaded to the appropriate assignment by the assigned due date.
 - Hands-on computer assignments NOT completed will affect your final grade.
 - Module Projects:** For each module project assignment **NOT** completed, 5 points will be deducted from the designated 50 points for hands-on computer assignments.
 - Lab Assignments** – each lab assignment is worth 10 points (an average will be utilized to calculate the number of points out of 50 earned)
- B. **Quizzes (100 points)** – Periodic quizzes will be administered to check student progress of computer application concepts and terminology presented. Quiz material will be taken from class and lab assignments. Failure to complete a quiz during the time allotted will result in a grade of zero.
- C. **Discussion Forums (50 points)** – In order to facilitate student engagement and discussion of course topics, each learning module will require students to participate in discussion forums related to a relevant topic/concept presented.
- Practice Netiquette:**
- Use proper spelling, capitalization, grammar, usage, punctuation, and titles when communicating with classmates and the professor.
 - Be courteous and respectful of others opinions. Do not use inappropriate or offensive language which may be interpreted as racist or sexist. Violations will be dealt with on an individual basis.
 - Use language that is appropriate to an academic setting rather than "chat," "text," or "instant messaging jargon," and refrain from using characters like smiley faces.
 - DO NOT SHOUT when posting to discussions or composing email. Using capital letters is considered shouting.
 - Be mindful of the tone of your message or post. Communication in an online course is mostly written and it is easy to misinterpret someone's meaning.
- D. **Examinations (400 points)** -- Four exams will be given during the span of the course. The exams will be based on module learning notes, computer terminology, and application software knowledge.
- Exam #1 (application) will cover Modules 1-3 of the Microsoft Excel unit (100 pts.)
 - Exam #2 (application) will cover Modules 4-5 of the Microsoft Excel unit (100 pts.)
 - Exam #3 (application) will cover Modules 6-8 of the Microsoft Excel unit (100 pts.)
 - Exam #4 (application) will cover Modules 1-4 of the Microsoft Access unit (100 pts.)

Exams will only be available for a 24 hour period. The exact exam date will be announced at least one week in advance, and you need to plan to be able to complete the exam during the 24-hour period.

Grades should be updated within 14 days of the due date. I will work diligently to maintain this schedule.

Please keep track of your grades in Blackboard. As I am using a point system, you should be able to determine your grade for this class at any time. You need to take responsibility for your grades; YOU can know at any time what your grade for the course is by tracking grades.

Instructor's Online Classroom Management Policies

- **Computer Access** -- Students will be expected to have access to a computer to take this class. If you have problems with your home computer, then you need to make arrangements to access a computer. Computers are available in labs on the CU Campus and the library.
- **You should use Microsoft Office 2016 version software**—I will not accept work completed in other versions (2013 can be used with instructor approval only) —so if you submit work in prior versions, you will receive a “0” for that work! If you are using an Apple computer, it will be your responsibility to ensure that your files are compatible and that I can open them.
- **Students, you must submit ALL WORK via Blackboard**—I cannot allow you to submit work via email as it is too hard to track your work—thus, you must submit your work on time! Please adhere to the deadlines! A key item to this course is ORGANIZATION of your assignments, computer files, and dates.
- **Late Computer Assignments (for all due dates—regular or extended)** -- In order to be fair to students who get their assignments in on time and to keep my schedule, there will be a penalty for late lab assignments. **All late assignments** will be penalized 10% for each day an assignment is late up to three (3) days (weekends days included). Lab assignments will not be accepted after the 3rd day past the assigned due date. Please do not ask for an exception to this policy except in extreme circumstances.
- **Make-up exams will be given only when the student has a documented, excused absence.** The format of the make-up may not be the same as that of the regularly scheduled exam. Students who know in advance that they cannot be available to take the test during the designated times should make arrangements with the instructor to take the exam early. Make-up exams will be given at the convenience of the instructor.
- **Attendance** -- You will be dropped from this course if you have not logged into the course OR submitted any assignments after **21 consecutive days**. If you drop the course, you will need to see your advisor to complete a “drop form”. Just because you are dropped from Blackboard does not mean that you are dropped from the Registrar’s Office—you must drop the course!!
- **Academic Dishonesty and Honor Code** -- It is the policy of this instructor to follow the guidelines for academic dishonesty as specified in the college catalog at http://catalog.concord.edu/content.php?catoid=5&navoid=243#Academic_Dishonesty and to follow the University Honor Code – “As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same.”

Simply put, students caught copying files, assignments, projects, or sharing work (unless in assigned groups) from other students in this course (or from previous courses in prior semesters) will receive a grade of “F.” Both parties involved in the incident (the cheater and the cheatee) will receive the F. I check the IP addresses, authors, and dates when files were created; I hope I don’t find any EXACT items.

This also applies to your carelessness in working with someone who may take your files without your knowledge; you should never work with someone and share your files; neither should you logon to Concord University or your
- **Communication is vital to any course**, so please keep me informed of any issues that you may have that affect your work for this course. If you do not turn work in for a chapter, you probably should send an email and let me know that you just didn’t submit that work but are still in the class.
 - Emailing Instructor Guidelines:
 - Always use a subject line. If the subject changes, then change the subject line.
 - Type your name in the closing area as the email does not let me know who you are—example: dolbya06@mycu.concord.edu. I would not know who this is unless you would sign your name.
 - Use complete sentences.
 - Capitalize and punctuate as you would any communication in the workplace; therefore, no “i” for pronouns, spell check, etc.
 - As this is an online course, it is your responsibility to check your emails on a regular basis—Please check your emails daily. **I will respond to student emails with questions about the course within 24 hours.**

- **Department of Business -- General Expectations of Students.** All students enrolled in the Business Administration degree program and those taking business courses at Concord University should have an attitude and demeanor that demonstrates a real commitment to the learning process. You will adhere to the expectations developed by the Division Faculty while in class and while representing the Division of Business and Concord University. A complete list of these expectations can be found displayed on Division bulletin boards and the Division website -- http://hub.concord.edu/business/node/11#Gen_Exp_Bus_stu
 - **Sexual Harassment & Assault:** Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384- 5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu . Reports to Campus Security can be made at (304- 384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.
 - **Accessibility/Accommodations:** Concord College is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act (ADA) Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the director, Nancy Ellison, at nellison@concord.edu
 - **Academic Assistance:** The Academic Success Center is ready to assist any student with academic or personal concerns, tutoring, study skills, time management, and much more. The Academic Success Center is located in Suite 243 (Atrium) of the Rahall Technology Center. Students can stop by the ASC Monday through Friday, 8:00 am until 4:00 or by appointment. The ASC may be reached by calling (304) 384-6074, (304) 384-6298, or asc@concord.edu.
Website: <http://www.concord.edu/academicsuccess/>
- The drop-in tutoring schedule is posted online: <https://apps.concord.edu/tutoring/> . Smarthinking—online, and on-demand tutoring—is available on Blackboard at www.elearn.concord.edu
- **Participation in College-Wide Assessment Activities:** Federal regulations and regional accreditation policies on accountability in higher education require direct assessment of student academic learning. Thus, as part of the requirements associated with this course, students may be asked to take one or more standardized tests and/or to complete other related activities. The scores of individual students will remain confidential.

Syllabus Disclaimer – This syllabus is subject to change based on the needs of the class. Please check it regularly. All updates/changes to the syllabus will be posted on the course's Blackboard site.

Tentative Schedule for BGEN 222, Business Productivity Software

<u>Week – starting date is Monday</u>	<u>Assignment</u>	<u>Module Projects, Lab Assignments, and Quizzes.</u>
<i>One</i> Jan 14-21	Review of Syllabus and Overview of Design	<u>PLEASE NOTE – The assignment week will run from Tuesday to Monday.</u>
<i>Two</i> Jan 22 -28	<ul style="list-style-type: none"> • Excel Module 1 	Module Projects are due by Thursday of each week Lab assignments and quizzes are due by Monday of each week, unless specified differently in the assignment. Check the course calendar in Blackboard and the assignment due date.k
<i>Three</i> Jan 29 – Feb 4	<ul style="list-style-type: none"> • Excel Module 2 	
<i>Four and Five</i> Feb 5 - 18	<ul style="list-style-type: none"> • Excel Module 3 <u>Exam #1 – Excel Application covering Modules 1, 2, 3 – February 15-16</u>	<u>Exam #1 will be available for a 24-hour period only beginning at noon on Friday, February 15 until noon on Saturday, February 16. The exam must be completed by noon on February 16.</u>
<i>Six – Seven (1/2)</i> Feb 19-Mar 6	<u>A slight schedule change – we will spend a week and half each on Modules 4 and 5. Check dues dates carefully in Blackboard</u> <ul style="list-style-type: none"> • Excel Module 4 	<u>Enjoy Spring Break – March 12-16 -- and get caught up with Module 4 and/or work ahead with Module 5.</u> <u>Mid-term grades due Mar 6</u>
<i>Seven (1/2)- Eight -Nine</i> Mar 7 - 25	<ul style="list-style-type: none"> • Excel Module 5 <u>Exam # 2 – Excel Application covering Modules 4, 5 – March 24-25</u>	<u>Exam #2 will be available for a 36-hour period only beginning at noon on Sunday, March 24 until midnight on Monday, March 25. The exam must be completed by midnight on March 26</u>
<i>Ten</i> Mar 26 – Apr 1	<ul style="list-style-type: none"> • Excel Module 6 	
<i>Eleven and Twelve</i> Apr 2 - 15	<ul style="list-style-type: none"> • Excel Module 8 <u>Exam # 3– Excel Application covering Modules 6,8 – April 9-10</u>	<u>Exam #3 will be available for a 36-hour period only beginning at noon on Tuesday,, April 9 until midnight on Wednesday, April 10. The exam must be completed by midnight on April 10.</u>
<i>Thirteen</i> Apr 16 - 22	<ul style="list-style-type: none"> • Access Modules 1 AND 2 	
<i>Fourteen</i> Apr 23-29	<ul style="list-style-type: none"> • Access Module 3 	
<i>Fifteen</i> Apr 30 – May 6	<ul style="list-style-type: none"> • Access Module 4 	
<i>Final Exam Week</i>	<u>Exam # 4 –Access Application covering Modules 1,2,3,4 –</u>	<u>Exam #4 will be available for a 33-hour period only beginning at 2:00 pm on Wednesday, May 8 until 11:00 pm on Thursday, May 9The exam must be completed by 11:00 pm on May 3</u>