



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional communities (<http://www.concord.edu/academics/>).

COURSE SYLLABUS – BGEN 222 (CRN 20111 SEC 2AS)
Business Productivity Software (3 credit hours)
Web – Blackboard 9
Spring 2019

Instructor Contact Information

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Office Hours:

Monday 12:00pm-2:00pm
Tuesday and Thursday 10:00am-11:00am,
2:00pm-3:00pm
Wednesday and Friday by appt only

Inclement weather schedule:

www.concord.edu/emergency-alerts
Sign up for emergency text messages:
<http://sms.concord.edu>

You have the dates for all assignments and tests for this course from day one so that you may plan your schedule accordingly. Please follow the due dates and use the Blackboard calendar to help you keep up with the assignments.

Texts and Materials (required):

- *Microsoft Office 365 Excel 2016 Comprehensive Edition – Shelly Cashman Series, Freund, Starks, & Schmieder. Cengage Learning, 2016, ISBN: 978-1305870727.*
- *Microsoft Office 365 Access 2016 Intermediate Edition – Shelly Cashman Series, Pratt, P. J. & Last, M. Z. Cengage Learning, 2016. ISBN: 13: 978-1-305-87062-8-1*
- Microsoft Excel 2016
- Microsoft Access 2016

Prerequisites: Declaration as business major or business minor

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 (1) creating advanced numerical spreadsheet applications using Excel software and (2) developing data file management systems using Access software.

Course Goals: To prepare students for successful job performance requiring computer usage in business applications 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 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 Objectives: The objectives of this course will be accomplished through a variety of hands-on 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.

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

Module Learning Objectives:

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 treadlines, 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

Concord University Educational Goals:

The goals of this course are consistent with the mission of Concord University: The mission of Concord University is to provide a quality; liberal arts based education, to foster scholarly activities, and to serve the regional community. This course addresses all three education goals.

Skills: Proficiency in interpreting data, integrating information, formulating ideas, thinking critically, and communicating with others:

1. Effective inter-communication skills and literacy adapted as needed for the demands of various kinds of discourse:
 - listening and speaking
 - reading and writing
 - media and technological literacy
2. An ability to employ appropriate observational, logical, analytical, and critical thinking skills within and across academic disciplines; and to apply these skills in problem solving.
3. An ability to analyze, synthesize, and integrate elements, information and ideas.
4. An ability to evaluate elements, information, and ideas on the basis of appropriate criteria.
5. An ability to apply and to transfer academic and experiential learning appropriately

from one context to another.

6. An ability to learn and work effectively both independently and collaboratively.

Knowledge: Familiarity with principles underlying academic discourse in various fields:

1. An ability to discern the reciprocal influences of environments, cultural beliefs and attitudes, and societal institutions and practices.
2. An ability to interpret events and trends within historical contexts.
3. Self-knowledge, including awareness of one's own competencies, deficiencies, and optimal individual learning-style(s).

Attitudes: Tendencies conducive to self-knowledge, personal growth and development, and responsible citizenship

1. Respectful attentiveness to differing perspectives and willingness to engage in dialogue across differences in order to seek mutual understanding and equitable conflict resolution.
2. Cultivation of and support for attitudes and practices that foster physical, mental, emotional, and social well-being.
3. Motivation to pursue lifelong learning and ongoing intellectual growth.

STUDENT DATA FILES:

Student data files can be located at two locations:

- 1) Blackboard – Course Resources
- 2) Textbook website at Student Downloads: www.cengage.com/ct/studentdownload

TEACHING PROCEDURES:

PowerPoint slides and other support materials will be posted on the Blackboard LMS system for your use. **ALL** assignments will be submitted via Blackboard only—you cannot submit via email or any other method—use Blackboard. Also, **Excel 2016 is the software used** in this course—do not submit Excel or Access assignments with 2010 or 2013 software. 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.

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.

Concord 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.

GRADING SCALE:		
A = 90 – 100%	900 – 1000 Points	Track your points and you can easily determine your grade at any time!
B = 80 – 89%	800 – 899 Points	
C = 70 – 79%	700 – 799 Points	
D = 60 – 69%	600 – 699 Points	
F = Below 60%	599 and below	

Grading	Student Evaluation:		
	8 - Excel Tests (Application---where you construct a problem on the computer)	50 Pts Each Test	8 x 50 = 400 Pts
	4 - Excel Tests (Multiple Choice/True False)	25 Pts Each Test	4 x 25 = 100 Pts
	Textbook Pages – 8 Chapters Excel Textbook Pages – 4 Chapters Access	25 Pts Each	12 x 25 = 300 Pts
	3 Excel Assignments end of chapter	20 Pts Each	3 x 20 = 60 Pts
	3 Access Assignments end of chapter	20 Pts Each	3 x 20 = 60 Pts
	4 Discussion Posts	20 Pts Each	4 x 20 = 80 Pts
	<i>Course has a total of 1000 points</i> Grades will be updated within 14 days of the due date. Grading Rubrics for assignments/application tests and discussion posts can be found in Blackboard in Course Resources.		
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!!		
Dress Code:	Please comply with the following if you choose to come to work in the lab: 1) Do not wear pajamas 2) Caps must be removed during class		

	<p>3) You may wear a hoodie jacket, but the HOOD must be removed from your head during class.</p> <p>4) No underwear should be showing</p>
<p>Course Policies</p>	<p>CLASS MANAGEMENT:</p> <ol style="list-style-type: none"> 1) 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. 2) All homework assignments and projects must be turned in on time. Please do not ask to turn homework or assignments in late, OR do not ask to make up a test unless it complies with the attendance policy in CU catalog. 3) A key item to this course is ORGANIZATION of your assignments, computer files, and dates. <div style="border: 2px solid black; padding: 5px; margin: 10px 0;"> <p style="color: red;">Simply put, students caught copying files, assignments, projects, or sharing work (unless in assigned groups) from other students in this course 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.</p> <p style="color: red;">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 Blackboard class with someone else's user name and password. They could take your files without your knowledge and upload them as their work.</p> </div> <ol style="list-style-type: none"> 4) Please keep track of your grades by using the column designed for you to record your grades. As I am using a point system, you should be able to determine your grade for this class at any time. For example, if the total points for the course is 1000 and you have earned 900, then 900/1000 to get your grade! You need to take responsibility for your grades; YOU can know at any time what your grade for the course is by tracking grades. 5) 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. 6) <i>You must have the textbook by the first week of class; sometimes students wait until they receive the course syllabus and order the book online. I cannot wait until you receive your textbook and will not take assignments late due to this situation. You will just receive "0" for the assignments missed. The only exception is if the CU Bookstore runs out of textbooks.</i>

- 7) As stated previously in this syllabus, don't communicate to me excuses for not getting your work submitted. Just take the "0" for that assignment(s) not turned in and continue to do better in the class. I do not go back and regrade late assignments as this is too time consuming. So you need to track your grades in the column provided on the syllabus.
- 8) Just because you may not receive a mid-term grade of a "D" or an "F" does not mean that you fail the class. You have many assignments with more point value due after the mid-term date that will determine whether you may pass/fail the course. Many students are doing really well at mid-term only to slack off the last part of the semester.
- 9) As you can determine by the syllabus, there are many assignments for this course. Though, I have selected those assignments that I feel will be valuable to you in helping you with your communication skills in the workplace.
- 10) Please take advantage of my office hours for assistance with any of your assignments. I will try to accommodate days and times that you need some help.
- 11) **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: dollbaby@ hotmail.com. 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.
- 12) **You MUST USE Excel/Access 2016**—I will not accept work completed in other versions—so if you submit work in prior versions, you will receive a "0" for that work! Please, the course is designed for Excel and Access 2016—so that is the software that must be used!
- 13) 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. In previous semesters students used Apple computers, and I had problems in opening those files.
- 14) **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!

	<p>15) As this is an online course, it is your responsibility to check your emails on a regular basis—I suggest you check your emails daily.</p> <p>16) If you do not have your textbook during the first or second week, you are welcome to come to use my textbook during my office hours.</p> <p>17) Students, please communicate to me anything that may prevent you from being successful in this class; for example, if you have health issues, other life issues, please communicate so that we can try to work around these things. My goal is to help you successfully complete this class!</p>
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Assignments, Tests, and Due Dates for Excel					
	<i>Assignment</i>	<i>Points for Each Job</i>	<i>Files Needed/Special Instructions</i>	<i>Due Date @ midnight</i>	
<i>Module 1</i>	Chapter 1 – Creating a Worksheet and a Chart				
		<i>Textbook Pages EX 2-47 Personal Budget Worksheet</i>	25 pts	<i>Do not clear worksheet as instructed on page 48. Stop on page 47 and submit.</i>	Sunday, January 20
		Lab 3: Consider This: Your Turn (p. 56)	20 pts		
		Application Test Chapter 1	50 pts		Wednesday, January 23
	Chapter 2 – Formulas, Functions, and Formatting				
		<i>Textbook Pages 58-100 Olivia’s Art Supply</i>	25 pts	<i>Stop on page 100 and submit but make sure you read on and understand how to print in different formats.</i>	Sunday, January 27
		Chapter 2 Discussion Post	20 pts		
		Application Test Chapter 2	50 pts		Wednesday, January 30
		Multiple Choice & True False Chapters 1 & 2	25 pts		
	Chapter 3 –Working with Large Worksheets, Charting, and What-If Analysis				
		<i>Textbook Pages 114-172 Kaitlyn’s Ice Cream Shoppe</i>	25 pts		Sunday, February 3
		Lab 2: Updating a Weekly Payroll Worksheet (p 181)	20 pts	Need student data file, Lab 3-2 “PHM Reliable Catering Weekly Payroll Report”	

	Application Test Chapter 3	50 pts		Wednesday, February 6
	Chapter 4 – Financial Functions, Data Tables & Amortization Schedules			
	<i>Textbook Pages 185-231 NCU Mortgage Payment Calculator</i>	25 pts		Sunday, February 10
	Chapter 4 Discussion Post	20 pts		
	Application Test Chapter 4	50 pts		Wednesday, February 13
	Multiple Choice & True/False Chapters 3 & 4	25 pts		
Module 2	Chapter 5 – Working with Multiple Worksheets and Workbooks			
	<i>Textbook Pages 242-295 Consolidated Expenses Worksheet</i>	25 pts		Sunday, Sept. February 24
	Lab 3: Consider This: Your Turn (p 304)	20 pts		
	Application Test Chapter 5	50 pts		Wednesday, February 27
	Chapter 6 – Creating, Sorting, and Querying a Table			
	<i>Textbook Pages 306-357 Coffee Craft Daily Service Table</i>	25 pts		Sunday, March 3
	Application Test Chapter 6	50 pts		Wednesday, March 6
	Multiple Choice & True/False Chapters 5 & 6	25 pts		
	Chapter 7 – Creating Templates, Importing Data, & Working with SmartArt, Images & Screen Shots			
	<i>Textbook Pages 370-423 Home Security Systems</i>	25 pts		Sunday, March 10
	Chapter 7 Discussion Post	20 pts		
	Application Test Chapter 7	50 pts	This week's assignments are split due to Spring Break	Wednesday, March 20
	Chapter 8 – Working with Trendlines, PivotTable Reports, PivotChart Reports, and Slicers			
	Textbook Pages 434-483 LinkMe ISP	25 pts		Sunday, March 24
	Application Test Chapter 8	50 pts		Wednesday, March 27
	Multiple Choice & True False Chapters 7 & 8	25 pts		

Assignments & Due Dates for Access

NOTE: You will do the same jobs in each chapter as they are a continuation of the jobs begun in chapter 1

	<i>Assignment</i>	<i>Points for Each Job</i>	<i>Files Needed/Special Instructions</i>	<i>Due Date @ midnight</i>
<i>Module 3</i>	Chapter 1 – Databases & Database Objects: An Introduction			
	Textbook pages AC 2-56	25 pts	Will need to save students data file in order to import external file on page AC 28.	Sunday, April 7
	Lab 1: Creating Objects for the Garden Naturally Database (p 60)	20 pts		
	Chapter 2 – Querying a Database			
	Textbook pages 66-113	25 pts		Sunday, April 14
	Lab 1: Query the Garden Naturally Database (p 117)	20 pts		
	Chapter 3 – Maintaining a Database			
	Textbook pages 122-169	25 pts		Sunday, April 21
	Lab 1: Maintaining the Garden Naturally Database (p 173)	20 pts		
	Chapter 4 – Creating Forms and Reports			
	Textbook Pages 178-220	25 pts		Sunday, April 28
	Access Discussion Post	20 pts		

As the professor of this course, I reserve the right to add/delete assignments and/or syllabi content as needed. I will always ensure any changes will be in the best interest of the student.

Instructor/University Classroom Management Policies

The Learning Environment – An orderly classroom is essential to teaching and learning, and respect for all students and the instructor is expected. In order to maintain a productive learning environment, it is requested that each student in this course follow and maintain the classroom policies as outlined below.

Department of Business and RTM-- General Expectations of Students

All students seeking a Business Administration degree will 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 Department of Business and RTM and Concord University. A complete list of these expectations can be found displayed on Division bulletin boards and the Division website -- <http://www.concord.edu/business/node/11>

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. 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 for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"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."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

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.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Academic Resources

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://hub.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 elearn.concord.edu.

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."

Please review the following websites, which may be useful to you:

- The inclement weather schedule: <http://www.concord.edu/emergency-alerts>

- The Beckley inclement weather schedule:
http://www.concord.edu/userfiles/files/emergency/HEC_Inc_Weather_Schedule.pdf
- Concord University encourages everyone to register to receive instant emergency text message alerts via cell phones and/or email alerts: <http://sms.concord.edu/>
- “General Expectations of Business Students” and the “If Students Miss an Exam Policy”
<http://www.concord.edu/academics/business/current-students/policies>
- The Division of Business Mission statement and reference to the Division of Business homepage:
<http://www.concord.edu/academics/business/>
- The university Honor Code and Mission statement,
www.concord.edu/userfiles/files/Academics/StudentHB2010-2012.pdf (page 4)