Mission: 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.

Texts and Materials (required):
- Microsoft Excel 2016
- Microsoft Access 2016

Prerequisites: None. However, basic computer usage and terminology 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 (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 modifying and maintaining a variety of numerical analysis business worksheets.
2. The student will utilize Microsoft Access 2016 database software for modifying, maintaining, and running a variety of informational business-related reports from raw data.

Module Learning Objectives:
1. Enter data into a Worksheet with a chart, formulas, functions and formatting
2. Modify Large Worksheets with advanced formulas
3. Format a Worksheet with financial functions, data tables, and amortization schedule
4. Change a Worksheet using multiple worksheets and workbooks
5. Use a worksheet through sorting and searching a table
6. Use templates, import data, and work with excel illustrations
7. Modify Worksheets with a variety of chart options
8. Modify an Access database
9. Search and maintain an Access database
10. Select 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.

Critical Thinking
Student will demonstrate the ability to access, analyze, and interpret information, respond and adapt to changing situations, make complex decisions, solve problems, and evaluate actions.
Student Data Files:
Student data files can be located at two locations:
1) Blackboard – Course Resources
2) Textbook website at Student Downloads: https://www.cengage.com/

Undergraduate Comprehensive Exam in Business Administration
Graduation as a major in Business Administration requires the successful completion of the Undergraduate Comprehensive Exam to be taken during your final semester in conjunction with MGT 465 Strategic Management.
This 2-hour Major Field Achievement Test (MFT) consists of multiple choice questions, prepared and scored by the ETS, and covers a broad range of topics in business including Accounting, Economics, Management, Quantitative Business Analysis, Finance, Marketing, Legal and Social Environment, and International Issues.
The content within this course is intended to help prepare you for the Undergraduate Comprehensive Exam. For more detailed information about the topics covered on exam visit the Department’s website (www.concord.edu/business).

Business Symposium Series for Students
The Department offers a series of symposiums organized around a variety of current business topics. Attendance at symposiums is a means by which the Department can provide students with an enhanced understanding of business through their interactions with presenters.
In order to matriculate with a degree in Business Administration, students must attend at least 2 symposiums in both their junior and senior years; thus, attendance at a total of 4 symposiums is required for graduation. Information about times and dates can be obtained at the Department Office, from the business department email listserv, the Business Department website, or in local news coverage.
If students cannot attend symposiums due to scheduling conflicts, they may access the events from the Department’s website (www.concord.edu/business) under the Business Symposium Lecture Series menu.

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.

This course offers a wide range of activities including a lengthy step by step assignment for each module, 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 module 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:
Grades will be updated within 3 days of the due date.
Grading Rubrics for assignments/application tests and discussion posts can be found in Blackboard in Course Resources.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 - Excel Tests (Application---where you construct a workbook on the computer)</td>
<td>50 Pts Each Test</td>
<td>7 x 50 = 350 Pts</td>
</tr>
<tr>
<td>4 – Excel Self-Check (Multiple Choice/True False)</td>
<td>Not Graded but recommended.</td>
<td></td>
</tr>
<tr>
<td>Textbook Pages – 7 Modules in Excel</td>
<td>25 Pts Each</td>
<td>12 x 25 = 275 Pts</td>
</tr>
<tr>
<td>Textbook Pages – 4 Modules in Access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Excel Case Problems</td>
<td>20 Pts Each</td>
<td>3 x 20 = 60 Pts</td>
</tr>
<tr>
<td>4 Access Case Problems</td>
<td>20 Pts Each</td>
<td>4 x 20= 80 Pts</td>
</tr>
<tr>
<td>3 Discussion Posts</td>
<td>20 Pts Each</td>
<td>3 x 20 = 60 Pts</td>
</tr>
<tr>
<td>Total</td>
<td>825</td>
<td></td>
</tr>
</tbody>
</table>

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90 – 100%</td>
<td>742 – 825 Points</td>
</tr>
<tr>
<td>B = 80 – 89%</td>
<td>660 – 741 Points</td>
</tr>
<tr>
<td>C = 70 – 79%</td>
<td>577 – 659 Points</td>
</tr>
<tr>
<td>D = 60 – 69%</td>
<td>495 – 576 Points</td>
</tr>
<tr>
<td>F = Below 60%</td>
<td>494 and below</td>
</tr>
</tbody>
</table>

Track your points and you can easily determine your grade at any time!
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!!

Class Management:
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. 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. 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.
4) Please keep track of your grades by using the column designed for you to record your grades. 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. I will communicate with through email, course announcements, and course discussion frequently throughout the semester.
6) 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.
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.
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) Emailing Instructor Guidelines:
   ○ Always use a subject line. If the subject changes, then change the subject line.
10) You Must Use Excel 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!

11) 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.

12) 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!

<table>
<thead>
<tr>
<th>Assignments, Tests, and Due Dates for Excel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assignment</strong></td>
</tr>
<tr>
<td><strong>Module 1</strong></td>
</tr>
<tr>
<td>Textbook Pages EX 1-47 Game Card</td>
</tr>
<tr>
<td>Case Problem 1 (EX 59)</td>
</tr>
<tr>
<td>Application Test Module 1</td>
</tr>
<tr>
<td><strong>Module 2</strong></td>
</tr>
<tr>
<td>Textbook Pages 65-121 Morning Bean</td>
</tr>
<tr>
<td>Module 2 Discussion Post</td>
</tr>
<tr>
<td>Application Test Module 2</td>
</tr>
<tr>
<td>Multiple Choice &amp; True False Modules 1 &amp; 2</td>
</tr>
<tr>
<td><strong>Module 3</strong></td>
</tr>
<tr>
<td>Textbook Pages 131-179 Wingait Farm</td>
</tr>
<tr>
<td>Case Problem 2 (EX 183)</td>
</tr>
<tr>
<td>Application Test Module 3</td>
</tr>
</tbody>
</table>
### Assignments & Due Dates for Access

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points for Each Job</th>
<th>Special Instructions</th>
<th>Due Date @ midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access Module 1</strong></td>
<td><strong>Module 1 Creating a Database</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Textbook pages AC 1-44 Riverview Veterinary Care Center</td>
<td>25 pts</td>
<td></td>
<td>Sunday, November 3</td>
</tr>
<tr>
<td>Case Problem 2 (AC 46)</td>
<td>20 pts</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Access Module 2</strong></td>
<td><strong>Module 2 Building a Database and Defining Table Relationships</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Textbook pages 51-104 Riverview Veterinary Care Center (continued)</td>
<td>25 pts</td>
<td></td>
<td>Sunday, November 10</td>
</tr>
<tr>
<td>Case Problem 1 (AC 106)</td>
<td>20 pts</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Access Module 3</strong></td>
<td><strong>Module 3 Maintaining and Querying a Database</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Textbook pages 115-170</td>
<td>25 pts</td>
<td></td>
<td>Sunday,</td>
</tr>
</tbody>
</table>
Riverview Veterinary Care Center (continued)

Case Problem 1 (AC 172)  20 pts

November 17

Access Module 4

Module 4 Creating Forms and Reports

Case Problem 1 (AC 172)  20 pts

Sunday, November 24

Case Problem 1 (AC 225)  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.

Policies

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 Department 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 Department bulletin boards and the Department 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.

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.

*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: https://www.concord.edu/Student-Life/Academic-Success-Center.aspx

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:

- 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” https://www.concord.edu/Academics/Academic-Colleges/College-of-Professional-Studies/Department-of-Business.aspx
- The Department of Business Mission statement and reference to the Department of Business homepage: https://www.concord.edu/Academics/Academic-Colleges/College-of-Professional-Studies/Department-of-Business.aspx