
B&E 105: TECHNOLOGY FOR BUSINESS SOLUTIONS

SYLLABUS



FALL 2018

INSTRUCTOR: JOSEPH FARIZO
GATTON COLLEGE OF BUSINESS

IMPORTANT POINTS FROM THE SYLLABUS

- Course focuses on *Microsoft Excel*
- Video lectures (through Canvas) with in-class 35-minute exams
- 5 total exams, every Tuesday from Sept. 4th through Oct. 2nd
- Valid UK ID required to take an exam (no exceptions)
- Add 4 highest exam scores to calculate grade (each worth 25 pts)
- To do well on exams, you should be able to complete the practice Excel files from scratch without the help of the video lectures
- You must sit for the first exam so that I can submit federally-required attendance records



B&E 105: TECHNOLOGY FOR BUSINESS SOLUTIONS

FALL 2018
UNIVERSITY OF KENTUCKY

INSTRUCTOR:

Joseph Farizo
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CLASS:

Online content delivery with in-class exams on Tuesdays in CN 625.
Section 201: 8am Section 204: 11am
Section 202: 9am Section 205: 12pm
Section 203: 10am Section 206: 1 pm

TUTORING AND Q&A:

My office hours are Monday from 9am to 11am and Thursday from 3pm to 5pm in the Gatton College of Business, 345K. For an appointment: BE105@uky.edu

TOPICS:

1. Excel Basics
2. Supply and Demand Curves
3. Retirement Planning
4. Stock Portfolios
5. Assorted Functions

GRADING:

Add the total number of points scored on your 4 highest exams (there are 5 total, the lowest is dropped). Valid UK ID *required*.

A	90 points or more
B	80 to 89 points
C	70 to 79 points
D	60 to 69 points
E	0 to 59 points

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. Video 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.

LEARNING OBJECTIVES

- By the end of this course you will be able to:
- Use absolute and relative references to build dynamic spreadsheets that update quickly and easily when economic conditions change.
 - Calculate supply and demand equilibrium and display the output in a graph.
 - 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).
 - Monitor a stock portfolio and display a pie chart of stock value as a fraction of portfolio value.
 - Utilize a pivot table to break down a stock position by sector.

TECHNOLOGY REQUIREMENT

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

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

You should also have current browser (Google Chrome is recommended) and e-mail packages. You are responsible for all class e-mails. Check your e-mail at least 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. If you send course emails to any other email address, you may not get a timely (or any) response. Similarly, you should not send any messages through Canvas.

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 uky.edu/ukat/. Additional resources include:

1. *Distance Learning Programs:* available at uky.edu/ukonline/
2. *Distance Learning Library Services:* provides access to UK's circulating collection. Available at libraries.uky.edu/DLLS. Carla Cantangallo, DL Librarian. Phone:

859-218-1240. Email:

dllservice@email.uky.edu.

DL Interlibrary Loan Service:

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 your laptop or software is not functioning properly for your out of class work, you are expected to go to university computer labs to run Excel 2016, view videos, etc. to prepare for exams.

THE CLASS

Material for this course is covered in a series of videos and practice Excel files available on Canvas: www.uky.edu/canvas/.

The videos allow you flexibility to learn the content on your schedule. This delivery method also allows you to start, stop, and replay the until you understand and can reproduce the procedures. While it is up to you exactly when you watch, it is a good idea to start early and watch often. Waiting to watch the videos until the last-minute means that you will have limited opportunities to correct any issue that arises. Please start multiple days in advance.

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. The videos are password protected, and the password is located just above the video links. 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.

You can view your grades by clicking on the Grades link in the navigation items to the left on the Canvas page.

EXAM PROCEDURE

After the first class meeting, all other class meetings will be exams. Grading for this course will be based solely on your top 4 of 5 exam. All exams are closed-book/closed-notes and must be completed independently. 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 logon to Canvas and download the exam when it becomes available. You are not allowed to use Excel

Help, other software, or visit any other web sites at any time in the classroom 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.

IMPORTANT- STUDENT ID

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. No other form of ID is accepted. There are *no exceptions* to this rule, including if your ID is lost or stolen. Visit the **Gatton Student Center, Suite 380** to purchase an ID.

Any material from the videos including business formulas may be included on the exams. Upon completion, the exam is to be submitted to Canvas on the same page where it was downloaded. It is a good idea to click on the small link after uploading to re-download the submitted file and confirm that you properly submitted the correct exam.

All exams are cumulative. More challenging questions are worth more points, and some questions offer partial credit.

EXAM DATES

Exams are administered in CN 625. Your lowest score is dropped. A valid UK ID is required.

Exam 1: September 4

Exam 2: September 11

Exam 3: September 18

Exam 4: September 25

Exam 5: October 2

Makeup (instructor approved only):

October 9

GRADING POLICY

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). After 40 minutes, the software locks, preventing you from uploading. This results in a score of 0. There are no exceptions to this rule, and the instructor will not override this lockout.

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 on the class Canvas web site as soon as the exams are graded. If you wish to contest a perceived grading error, you must submit an "Exam Review Form" to the class email prior to the beginning of the next exam. For the last exam, it must be submitted no later than on the second school day after the day exam grades were posted. These forms are available for download from the class website. All directions included in the form must be followed to be considered. Filling out this form does not guarantee a change will be made to your score.

DROPPED LOWEST SCORE

Use this drop wisely. Prepare and plan to sit for all exams. The exams are cumulative, so using your drop early in the course may not be optimal.

Your lowest exam score will be dropped, so the final score is simply the sum of the highest four of the five exams. There is no extra credit for this class. The standard 10-point grading scale on the first page of this syllabus applies.

Be mindful that Canvas automatically drops the lowest score when presenting your grade. Thus, if you missed your first exam and then made perfect scores on the next three, Canvas would show that you have a 100% going into the final exam, suggesting that it would be okay for you to skip it. But if you then skip the final exam, you will have two zeros. Only one score is dropped per the class rules, resulting in a final average of 75%. If a zero would be your lowest score and you are comfortable with your grade, you may skip the final exam. There is no need to notify the instructor.

COURSE OUTLINE

Intro and Software Install (Day 1)

Excel Basics (Exam 1)

Worksheets

Formulas- summarizing data

Formatting

Copying and Pasting

Absolute and Relative References

Error Messages

Dates

Supply and Demand Curves (Exam 2)

Formulas- ROUND, MOD, ROW

Line Graph

Goal Seek

Retirement Planning (Exam 3)

Formulas-IF, VLOOKUP

Formatting

Structuring Spreadsheets

Stock Portfolio (Exam 4)

Assorted Formulas

Formatting

Pie Chart

Pivot Table

Assorted Functions (Exam 5)

Assorted Formulas

INDEX(MATCH())

Text boxes and shapes

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, including those new to Excel, can do well. Thousands of students have completed this course over the last several years, and the best students have taken these tips seriously. Below is a list of things you can do to succeed in this class:

1. Pay attention on the first day of class.
2. Carefully read and understand the syllabus.
3. Completely work through the videos days before the exam, and rework often. Do not wait until the last day before the exam to complete the videos.
4. Do not simply watch the videos. Follow along step-by-step.
5. Take advantage of the rewind, pause, and fast forward features of the video lectures to focus on certain portions and take notes as needed. Find a method that works for you.
6. Practice, practice, practice! Get to the point where you do not need the videos to tell you what you need to do next.
7. Don't assume that Excel is breaking; you are likely doing something wrong.
8. Bring your valid UK ID to every exam.
9. Get to the classroom 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. I have no method to obtain or reset your login information.
11. Rather than opening your exam file directly, save the file (preferably to the desktop) and then open it. Name it whatever you'd like.
12. Save your work after every problem.
13. Do not wait until the last minute to submit your exam. Exams not submitted after 40 minutes will NOT be accepted under any circumstances, and you will receive a score of 0.
14. After you upload your file, click **Save Changes** in Canvas, otherwise your exam will not be submitted.
15. After submitting the exam, download to check that the correct file was uploaded. If not, simply upload again.
16. Use the study guide and checklist for each unit, available at www.josephfarizo.com on the "Teaching" tab.
17. If you are struggling, please see me during regularly scheduled office hours or email to schedule an appointment. I'm here to help, and I want to help.

A NOTE ABOUT CLASS

POLICIES

This is a large class. For that reason, I must be *very* strict with our policies and procedures to ensure fairness to you and your fellow students. To review, there are *no exceptions* to the following rules:

- A valid UK Student ID is required to sit for the exam. Without one, you will receive score of 0.

- Exams not submitted on time are not graded and earn a score of 0. I do not override Canvas to allow late submissions.
- All grades are final. No curves, extra credit, or “bump ups” are granted.
- Having any reference material out during the exam, either physical or on the computer screen, will result in a score of zero, regardless of if it was being used to cheat.
- Accessing cellphones or using headphones or earbuds during an exam will result in a score of zero, regardless of if these items were used to cheat.
- If Excel crashes and you lose all your work, no extra time or bonus points will be granted.
- If your computer freezes, no extra time or bonus points will be granted.
- A zero obtained as a result of cheating, having notes out during the exam, or using cellphones/electronic devices *will not be dropped, even if it is your lowest score*. In that case, your second lowest score will be dropped, and a zero score will remain in your final grade calculation.

A NOTE ABOUT COMPUTER ISSUES

It is not a question of “if” Excel will crash during your exam or while practicing at home. It is a question of “when”. It is important that you save your exam after every question.

If you encounter a computer issue, raise your hand and let me know. In most situations, I can fix your issue and/or recover your file quickly. *I am not responsible for your work if*

it cannot be recovered or is lost as I attempt to recover it. No time credit is given for the time I work on recovering your file.

SAVE FREQUENTLY

It is imperative that you save your exam frequently. This will protect you when Excel crashes. Unfortunately, no extra time or extra points will be granted if Excel crashes and you lose your work.

RESPECT

It is imperative that you treat the instructor, teaching assistants, and classmates with respect. Anything less will not be tolerated. If you engage in disruptive or threatening behavior, I reserve the right to submit incident reports to UK’s Community of Concern.

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
- (e) interviews for full-time job opportunities post-graduation and for graduate or professional school.

Students are required to notify me 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 by calling 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 the Friday following the missed exam/assignment. Makeup exams and assignments are not offered when the documentation is late or missing, and makeups are only granted for the 5 approved excused-absences listed above. Submit documentation directly to BE105@uky.edu. No makeup will be given to students who scan-in for or take an exam and then obtain documentation of an excused absence for that same exam. (That is, you may not take an exam and then obtain a doctor's note later that day granting you a retake for that same exam, implying that you performed poorly due to an illness.) The tentative date for makeup exams is October 9. 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.

In order to meet federal regulations, the instructor will monitor student participation in this class through attendance or assignments. The instructor will assess student engagement at least once during the

first three weeks of the semester using an instrument or activity. Students whose engagement cannot be determined on that date may be dropped from the course. If you will be missing any class period or will not be submitting an assignment during that period, it is your responsibility to notify the instructor, regardless if the absence or missed assignment is excused or not under University rules.

To comply with this attendance monitoring requirement, I will submit the attendance records of September 4, the first exam day. Failure to attend class on this day may result in you being dropped from the course.

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. This score *will not be* dropped, even if it is your lowest score. 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: 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 apart 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). Students can provide their letter at any time during the semester, but accommodations are not retroactive. Accommodations may not be applied to course activities prior to the date the LOA is presented to the instructor. 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 Multidisciplinary 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 uky.edu/DisabilityResourceCenter/.

DISCLAIMER

I reserve the right to modify and update this syllabus over the course of the semester. Any such modifications will clearly be communicated to students via email and in class. A new syllabus with the modifications will also be posted to the class website and circulated. Despite this, modifications to this syllabus during a semester are unlikely.

IMPORTANT REMINDERS

- You must have your UK Student ID to sit for an exam. There are no exceptions and no other accepted forms of ID. Visit the Gatton Student Center, Suite 380 to purchase an ID.
- The lowest of your five exam scores is dropped.
- Because the lowest exam score is dropped, no other curves will be applied. 88s and 89s will not be bumped up to an “A”. 78s and 79s will not be bumped up to a “B”, and so on. There are no exceptions to this rule.
- Failure to upload an exam to Canvas on time will result in a zero for that test. There are no exceptions to this rule.
- New for this semester: I will submit attendance records for the first exam day as required by federal regulations. Failure to sit for this exam can result in you being dropped from this class.