

Course Information

Date Submitted: 3/12/2013

Current Prefix and Number: B&E - Business and Economics , B&E 105 - SOFTWARE APPS & TOOLS FOR BUSINESS

Other Course:

Proposed Prefix and Number: B&E 105

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: College of Business and Economics

b. Department/Division: Business and Economics

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Scott Kelley

Email: skelley@uky.edu

Phone: 257-3425

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: SOFTWARE APPLICATIONS AND TOOLS FOR BUSINESS

Proposed Title: Technology for Business Solutions

c. Current Transcript Title: SOFTWARE APPS & TOOLS FOR BUSINESS

Proposed Transcript Title:

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 2 hrs/wk for 7 wks

Proposed Meeting Patterns

LECTURE: 3 hrs/wk (16 classes)

f. Current Grading System: Pass Fail Grade Scale

Proposed Grading System: PropGradingSys

g. Current number of credit hours: 1

Proposed number of credit hours: 1

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: This course is designed to prepare students to use business-oriented software (word processing, presentation software, and spreadsheets) at a high level of proficiency.

Proposed Course Description for Bulletin: This course prepares pre-major students in the Gatton College of Business & Economics to use business software at a high level of proficiency and focuses on Microsoft Excel and Access. Lectures will be supplemented with hands on experiences with business problems.

2j. Current Prerequisites, if any: Prereq: None.

Proposed Prerequisites, if any: ACC 201 and ECO 201, pre-major in the Gatton College of Business & Economics, or consent of instructor

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? Yes

If YES, explain and offer brief rationale: B&E 105 is currently taught as a prep course for the MOS certification exams in Word, PowerPoint and Excel. Successful completion of these three exams is required of all Gatton College pre-majors before they can be considered for admission to upper-division in the college. The current one credit hour course is not required, but is recommended, and it is taken on a pass-fail basis. The proposed revision of B&E 105 will result in this course focusing on providing our students with proficiency in Microsoft Excel and Access, but will not be a prep course for the MOS exams. The revised course will be required as part of the pre-major and will be taken for a letter grade. As a result, this course change is being submitted in conjunction with a parallel program change. Several issues of concern have arisen with regard to the current MOS Certification Exam requirement. These include: •It is not apparent that the MOS certification exams are preparing our students for subsequent upper-division course work as well as other alternatives might. •The MOS exams are a significant expense for our students. Students must purchase exam vouchers in order to take the exams. Each exam voucher is \$85, resulting in a total minimum expense of \$255. For some students who struggle with successfully completing the exams, the expense is dramatically higher than the \$255 minimum as in some cases students end up purchasing multiple vouchers before they meet the requirement. Each voucher is good for two attempts on a given exam. Further, this is an out of pocket expense that cannot be covered through student aid. •There are some academic integrity concerns with regard to the exams among students.

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? Yes

If YES, list the program(s) here: As a result of this course change and the associated program change, all undergraduate major programs in the Gatton College will now require B&E 105. At the same time, the associated program change will eliminate the MOS Certification Exam requirement from all undergraduate majors in the Gatton College.

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|SKELLEY|Scott W Kelley|College approval for ZCOURSE_CHANGE B&E 105|20130128

SIGNATURE|JMETT2|Joanie Eit-Mims|Undergrad Council approval for ZCOURSE_CHANGE B&E 105|20130207

Courses	Request Tracking
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Course Change Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate F

Attachments:

Upload File

	ID	Attachment
Delete	1300	BE_105 Course Change Proposal Syllabus FINAL.docx
Delete	1372	B&E 105 MEMORANDUM 1-25-13.docx

First 1 Last

Select saved project to retrieve... Get New

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:		B&E - Business and Economics B&E 105 - SOFTWARE APPS & TOOLS FOR BUSINESS	Proposed Prefix & Number:	B&E 105
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major - Add Distance Learning Minor - change in number within the same hundred series, except 799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does not change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change in content or emphasis, or which is made necessary by the elimination of a prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If YES, check the areas that apply:				
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics				
1. General Information				
a. Submitted by the College of:		College of Business and Economics	Today's Date: 3/12/2013	
b. Department/Division:		Business and Economics		
c.* Is there a change in "ownership" of the course?				
<input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? Select...				
e.* Contact Person Name:		Scott Kelley	Email: skelley@uky.edu	Phone: 257-3425
* Responsible Faculty ID (if different from Contact):			Email:	Phone:
f.* Requested Effective Date:		<input checked="" type="checkbox"/> Semester Following Approval	OR	Specific Term: ²
2. Designation and Description of Proposed Course.				
a. Current Distance Learning (DL) Status:		<input checked="" type="radio"/> N/A <input type="radio"/> Already approved for DL* <input type="radio"/> Please Add <input type="radio"/> Please Drop		
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) that the proposed change affect DL delivery.				
b. Full Title:		SOFTWARE APPLICATIONS AND TOOLS FOR BUSINESS	Proposed Title: *	Technology for Business Solutions
c. Current Transcript Title (if full title is more than 40 characters):		SOFTWARE APPS & TOOLS FOR BUSINESS		

c. Proposed Transcript Title (if full title is more than 40 characters):					
d. Current Cross-listing:	<input checked="" type="checkbox"/> N/A	OR	Currently ² Cross-listed with (Prefix & Number):	none	
Proposed – ADD ³ Cross-listing (Prefix & Number):					
Proposed – REMOVE ^{3,4} Cross-listing (Prefix & Number):					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern					
Current:	Lecture 2 hrs/wk for 7 wks	Laboratory ⁵	Recitation	Discussion	Indep. Stu.
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: Please explain:		
Proposed: *	Lecture 3 hrs/wk (16 classes)	Laboratory ⁵	Recitation	Discussion	Indep. Stu.
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: Please explain:		
f. Current Grading System:	Pass/Fail Grade Scale				
Proposed Grading System:*	<input type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade)				
g. Current number of credit hours:	1	Proposed number of credit hours:*	1		
h.* Currently, is this course repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/>
* Proposed to be repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/>
If YES:	Maximum number of credit hours:				
If YES:	Will this course allow multiple registrations during the same semester?				<input type="radio"/> Yes <input type="radio"/>
i. Current Course Description for Bulletin:					
This course is designed to prepare students to use business-oriented software (word processing, presentation software, and spreadsheets) at a high level of proficiency.					
* Proposed Course Description for Bulletin:					
This course prepares pre-major students in the Gatton College of Business & Economics to use business software at a high level of proficiency and focuses on Microsoft Excel and Access. Lectures will be supplemented with hands on experiences with business problems.					
j. Current Prerequisites, if any:					
Prereq: None.					
* Proposed Prerequisites, if any:					
ACC 201 and ECO 201, pre-major in the Gatton College of Business & Economics, or consent of instructor					
k. Current Supplementary Teaching Component, if any:					
<input type="radio"/> Community-Based Experience					

		<input type="radio"/> Service Learning <input type="radio"/> Both
	Proposed Supplementary Teaching Component:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3.	Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*	Proposed to be taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, enter the off campus address:	
4.*	Are significant changes in content/student learning outcomes of the course being proposed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If YES, explain and offer brief rationale:	
	<p>B&E 105 is currently taught as a prep course for the MOS certification exams in Word, PowerPoint and Excel. Successful completion of these three exams is required of all Gatton College pre-majors before they can be considered for admission to upper-division in the college. The current one credit hour course is not required, but is recommended, and it is taken on a pass-fail basis. The proposed revision of B&E 105 will result in this course focusing on providing our students with proficiency in Microsoft Excel and Access, but will not be a prep course for the MOS exams. The revised course will be required as part of the pre-major and will be taken for a letter grade. As a result, this course change is being submitted in conjunction with a parallel program change.</p> <p>Several issues of concern have arisen with regard to the current MOS Certification Exam requirement. These include:</p>	
5.	Course Relationship to Program(s).	
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, identify the depts. and/or pgms:	
b.*	Will modifying this course result in a new requirement ² for ANY program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If YES ² , list the program(s) here:	
	<p>As a result of this course change and the associated program change, all undergraduate major programs in the Gatton College will now require B&E 105. At the same time, the associated program change will eliminate the MOS Certification Exam requirement from all undergraduate majors in the Gatton College.</p>	
6.	Information to be Placed on Syllabus.	
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	if changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) est different grading criteria in the course for graduate students. (See SR 3.1.4.)

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will appropriate academic Council for normal processing and contact person is informed.

² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴ Removing a cross-listing does not drop the other course - it merely unlinks the two courses.

⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

⁶ You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

Submit as New Proposal Save Current Changes Delete Form Data and Attachments

B&E 105
Technology for Business Solutions

Instructor: Diane Andal
Office Address: 237 Gatton College of Business & Economics
Email: diane.andal@uky.edu
Office Phone: 257-4627
Office Hours: Monday and Wednesday
2 to 3:30 PM

Course Description:

This course prepares pre-major students in the Gatton College of Business & Economics to use business software at a high level of proficiency and focuses on Microsoft Excel and Access. Lectures will be supplemented with hands on experiences with business problems.

Prerequisites:

ACC 201 and ECO 201, pre-major in the Gatton College of Business & Economics, or consent of instructor

Student Learning Outcomes:

After completing this course, the student will be able to complete the following:

1. Design and complete a fully functional spreadsheet, using sound spreadsheet principles to communicate numerical and financial information, such as an income statement or balance sheet
2. Use spreadsheet formulas and functions to perform a variety of calculations
3. Use Excel as a database and use database tools such as subtotaling, outlining, sorting and filtering
4. Analyze business problems and interpret results of analyses using charts and other visual aids, including conditional formatting
5. Create a relational database in Access
6. Create queries and reports in Access to retrieve data and show results

Required Materials:

Students must have access to Microsoft Office 2010. NOTE: Students with Apple computers will need the Windows Operating System installed using Bootcamp. There is a class manual available to download and print from Blackboard.

Description of Course Activities and Assignments

This course is designed to provide you with the necessary background in the software programs of Excel and Access. These programs are widely used in the field of business and will prepare you for success in your upper-division courses in the Gatton College of

Business & Economics and in your career. Class meetings will typically involve lecture, discussion, an in-class exercise, and the assignment of a business application exercise to be completed outside of class. This class will meet two hours per week for seven weeks. The structure of the class will include lecture supplemented with opportunities for in-class and out of class application.

Course Assignments

5 In-Class Exercises @ 10 points each	50 points
5 Business Application Exercises @ 20 points each	100 points
Final Exam @100 points	100 points
TOTAL POINTS	250 points

Summary Description of Course Assignments

In-Class Exercises: In-Class Exercises will be assigned throughout the semester and will be designed to provide students with the opportunity to apply concepts and applications that are being covered in class. This assignment will include both paper and pencil exercises and software exercises that will be completed on a computer. You must be present in class in order to receive credit for the In-Class Exercises.

Business Application Exercises: Business Application Exercises will be assigned on a weekly basis. These exercises will require students to apply software functions in Excel and Access to specific business problems.

Final Exam: The Final Exam will include Excel and Access applications and will be administered in the Gatton College computer lab.

Course Grading

Your performance in this course will be evaluated based on your performance on the Business Application Exercises, the Final Exam, and the In-Class Exercises.

The grading scale is:

225-250	A
200-224	B
175-199	C
150-174	D
0-149	E

Final Exam Information

The Final Exam will be administered in the Gatton College computer lab during the last class period.

Mid-term Grade

Grades will be available on Blackboard throughout the course.

Course Policies:

Submission of Assignments:

In-Class Exercises must be completed during class and submitted prior to the end of the class period. In the case of paper and pencil In-Class Exercises, they must be handed in prior to the end of the class period. In the case of computer-based In-Class Exercises, they must be submitted electronically prior to the end of the class period. Students missing class will not receive credit for the In-Class Exercises assigned on the day they miss. The only exception is in the case of an excused absence in accordance with Senate Policy (see below).

Business Application Exercises must be submitted electronically before midnight of the day they are due.

Attendance Policy:

Students are expected to be in class every time we meet. The only exception to this expectation is in the case of an excused absence in accordance with Senate Policy (see below).

Excused Absences:

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences:

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request

"appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) 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.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to

those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

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 (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Tentative Course Schedule

A linear listing of topics, assignment due dates, and examination dates.

<u>Week of</u>	<u>Topic</u>	<u>Assignment</u>
January 7	Course Introduction Spreadsheet Design	
January 14	Spreadsheet Formulas and Functions	Business Application Exercise (BAE) #1
January 21	Data Analysis Using Excel	BAE #2
January 28	Communicating Results Using Excel	BAE #3
February 4	Relational Databases Using Access	BAE #4
February 11	Conducting Analyses and Communicating Results in Access	BAE #5
February 18	Course Conclusion Final Exam	

MEMORANDUM

TO: Gatton College Faculty

FROM: Gatton College Undergraduate Studies Committee

DATE: January 25, 2013

RE: Proposed Undergraduate Program Change and Proposed Course Change to B&E 105

The Undergraduate Studies Committee proposes the following changes.

1. Revise the content of B&E 105. B&E 105 is currently taught as a prep course for the MOS certification exams in Word, PowerPoint and Excel. Successful completion of these three exams is required of all Gatton College pre-majors before they can be considered for admission to upper-division in the college. The one credit hour course is not required, but is recommended, and it is taken on a pass-fail basis. The proposed revision of B&E 105 will result in this course focusing on providing our students with proficiency in Microsoft Excel and Access, but will not be a prep course for the MOS exams. The revised course will be required as part of the pre-major and will be taken for a letter grade.
2. In conjunction with the proposed change in the content of B&E 105, Gatton College pre-major students will no longer be required to complete the MOS certification exams. Instead they will be required to complete B&E 105 as part of the pre-major.

Background

For the past 7-8 years all Gatton College pre-major students have been required to complete the MOS certification exams in Word, PowerPoint and Excel. The original intent of this requirement was good. However, over the course of time several issues of concern have arisen with regard to this requirement. These include:

- It is not apparent that the MOS certification exams are preparing our students for subsequent upper-division course work as well as other alternatives might.
- The MOS exams are a significant expense for our students. Students must purchase exam vouchers in order to take the exams. Each exam voucher is \$85, resulting in a total minimum expense of \$255. For some students who struggle with successfully completing the exams, the expense is dramatically higher than the \$255 minimum as in some cases students end up purchasing multiple vouchers before they meet the requirement. Each voucher is good for two attempts on a given exam. Further, this is an out of pocket expense that cannot be covered through student aid.
- There are some academic integrity concerns with regard to the exams among students.