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Fall 2015

BA 2780

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University of New Orleans

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THE UNIVERSITY of NEW ORLEANS

Department of Management

Syllabus

BA 2780, Applications Software for Business

Section 476

Fall, 2015

Instructor: Dr. Kenneth R. Walsh
Home page: kenwalsh.com
Class meeting time: online
Classroom: KH 208E, CoBA Computer Lab
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Phone: (504) 280-6973 (o), (225) 907-8642 (c) (voice mail on cell is better than office)
Office: 353 Kirschman Hall (Management and Marketing Department)
Office Hours: TTh, 1p-2p; Th, 3:15-4:15, 5p-6p; W, 11a-1p, also email, walk in or by
                            appointment.

Student Learning Outcomes

The purpose of the course is to give students a broad understanding of the business application of the Microsoft Office Suite and give students hands on practice with practical examples. Emphasis is placed on Microsoft Excel and Microsoft Access and their integration with Microsoft PowerPoint and Microsoft Word. Students will learn and practice the skills of using the software to solve business problems.

Attendance Policy

Attendance is taken periodically to assess student participation but is not used in grade calculations.

Software

The course is based on Microsoft Office Suite 2013. The University labs have the same version of the software so it should be easy to find and it is not required to have on the student's own computer.

UNO has a student license for the software that will allow you to download the software at no charge. Just google "Get Office 365-Students-Microsoft." From there students will be able to login with their UNO credentials and the download will begin.

If you are using and older version of the software or the Mac version, you may use it for completing assignment. However, the exam is given in class on a Windows computer and the menus will differ significantly. If you feel comfortable making the transition between using different version, that may be ok, otherwise complete homework on a Windows machine with Microsoft Office 2013 or newer.

Text

The textbook is a PDF file available in Moodle. Reading the textbook is best done by downloading the file and viewing with the Adobe PDF reader. If you just click on the file in a browser, there will be delays in the download and you will only be viewing it with a simpler version of the Adobe PDF reader with fewer navigation options.

In reading the textbook, it is useful for students to read while at a computer so they can try some of the examples as they read. Practicing examples helps students remember techniques much better than reading alone.

Course Prerequisites

Credit for MATH 1115 or higher, or a minimum ACT MATH score of 22 or SAT MATH score of 520 is required. The math prerequisite is in place because algebra techniques are needed when converting business problems to equations in Microsoft Excel format.

Academic Integrity

All students must complete their own work on homework and exams. The electronic world of sharing makes dishonesty seem easy so do not violate the academic integrity of the course just because you get busy and you see and easy way out.

When completing homework assignments, you may ask a fellow student questions like how does a function work, or which function should be used, what columns are being referenced. Verbal questions of that nature are fine. **Do not exchange files electronically! Emailing an assignment is considered cheating.**

When completing exams, no questions are allowed other than to the instructor.

The University of New Orleans Policy is:

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the Student Code of Conduct for further information. The Code is available online at http://www.studentaffairs.uno.edu

Grading

Student who need or want a particular grade should read the grading criteria closely and talk to me about concerns at the beginning of the semester. The rules and grades will not be changed late in the semester, if you find yourself falling behind.

Both homework and exam are practical hands on exercises where student create Microsoft Office documents based on given specifications. The documents are then uploaded to Moodle. The practical nature of these assignments means that students should be aware of file and folder names, folder creating, and file copying in order to keep track of their files. The skills in the homework will be used on the exam so students who carefully complete their homework assignments will have sufficient practice to do well on the exams.

On both homework and exams, students are graded primarily on correct use of the tools rather than just correct numerical answer therefor self-taught students are urged to attend class and read the textbook do discover more efficient ways of using the tools.

Homework 35%

Student must complete homework individually. Students are encouraged to help each other master techniques, but must complete the assignments individually.

(Late homework is graded 20 points off, if less than one week late. Homework more than 1 week late is not accepted.)

Three exams, 20% each. Final is non-cumulative third exam given during final exam period.

Assessment of Learning (AoL) test is a 10 question multiple choice exam covering key skills from the semester and is given during the Final Exam testing time and is worth 5% of the overall grade.

Extra credit is given very rarely at the discretion of the instructor. If it is given, it will be given equally to all students with sufficient advance notice for its completion.

Tentative Due Dates

Generally due dates are not changed, but students are responsible for monitoring email and Moodle so that they will be aware of changes.

Student wish to achieve or have a need to achieve specific grades need to be acutely aware of the due dates. Instructor help in achieving a grade is possible when a student requests help on a subject prior to a due date. Help on a subject after a due date will in no case change past due grades.

Homework Due Dates

Assignment #	Due Date	Grace Period	Late Due Date
1	8/26 (5pm)	8/27 (8am)	9/2 (5pm)
2	9/2 (5pm)	9/3 (8am)	9/9 (5pm)
3	9/9 (5pm)	9/10 (8am)	9/16 (5pm)
4	9/16 (5pm)	9/17 (8am)	9/23 (5pm)
5	9/18 (5pm)	9/19 (8am)	9/25 (5pm)
6	10/7 (5pm)	10/8 (8am)	10/14 (5pm)
7	10/14 (5pm)	10/15 (8am)	10/21 (5pm)
8	10/23 (5pm)	10/24 (8am)	10/30 (5pm)
9	10/30 (5pm)	10/31 (8am)	11/6 (5pm)
10	11/13 (5pm)	11/14 (8am)	11/20 (5pm)
11	11/20 (5pm)	11/21 (8am)	11/30 (5pm)
12	12/4 (5pm)	12/5 (8am)	12/6 (5pm)

In general, assignments are due by 5pm with a grace period until 8 am the next morning. Full credit is given to assignments turned in to Moodle by the grace period. The unusual timing is primarily to accommodate questions that are asked close to the due date and time and give students a chance to make revision prior to final submission of assignments. Generally, late assignments are accepted up to 1 week after the original due date. However, the late deadline for Assignment 11 is extended to 11/30 because of the Thanksgiving holiday and the late deadline for Assignment 12 is shortened to 12/6 because it needs to be completed before final exam week.

Exam Dates

Although the course is online, all exams are given in person on campus. Students need to bring their UNO ID to take the exam. Exam dates very rarely change and should be placed on students personal calendars.

Exam 1, in class, 9/21, 4:30-5:15pm, KH208e

Exam 2, in class, 11/2, 4:30-5:15pm, KH208e

Final Exam (Exam 3 and AoL Test), 12/7, 4:00-6:00pm, KH208e

Accessibility

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact their instructors and/or the Office of Disability Services to discuss their individual needs for accommodations. (University Accessibility Policy from the Office of Disability Services. See the ODS website for more information, http://ods.uno.edu/.)

Online Student Verification Procedure

To ensure academic integrity, all students enrolled in distance learning courses at the University of New Orleans may be required to participate in additional student identification procedures. At the discretion of the faculty member teaching the course, these measures may include on-campus proctored examinations, off-site or online proctored examinations, or other reasonable measures to ensure student identity. Authentication measures for this course are identified below and any fees associated are the responsibility of the student.

- Moodle logon for homework assignments

- Proctored exams

All online classes are charge a $20/ course Distance Education Fee charged on their fee bill.

For students not in the New Orleans area, Proctor U is available for $25/ exam. This course has three exams the total cost of all three exam would be $75. If students do not schedule exams 24 hours ahead of time, they will be charged additional fees.

The University of New Orleans partners with Proctor U, a live, online proctoring service that allows students to complete exams from any location using a computer, webcam, and reliable internet connection.

Hurricane Recovery

Every effort will be made to complete this course in the event of a hurricane. Since all course information is in Moodle and the University has backup plan for Moodle, the course should be able to continue in the event of a closed campus. In most cases, online material will be provided in place of lost classroom hours with change made to due dates if needed. In the case of an extended campus closure, alternative testing procedures may be introduced.

To be prepared, students should consider how they can access Microsoft Office and Moodle in the event of a closed campus or evacuation.

About the Instructor

Dr. Walsh is currently working on a case study, and soon to be released book, Dockside: Kim and Eric Embrace Crowdfunding. Dockside explains how to orchestrate a portfolio of social networking technologies to drive business. This accessible text uses an in depth real world case study on Eric Stone, the prolific musician and sailor, and his wife Kim Hess Stone, yoga teacher and author, who use social networking and crowdfunding to bring their dream of a tropical music and food venue to life at Dockside Tropical Cafe, Marathon Key, Florida. The technical detail in social networking technologies and fascinating example make the book accessible to a wide range of professional audiences and even a few sailors.

Get updates on the book signing up on the book home page: http://tropnetworking.com/

Dr. Walsh is an Associate Professor in the Information Systems Group of the Management Department, College of Business, at University of New Orleans. He is published widely in the scientific community with articles in the Communications of the ACM, Information and Management, Journal of Computer Information Systems, and many others. With co-author Sathiadev Mahesh, he has written the text book, Run with Office, on using the Microsoft Office Suite. The 2013 version is under development. Dr. Walsh has conducted consulting or research engagements with many organizations including the National Science Foundation, US Navy, City of New Orleans, New Orleans RTA, and the Louisiana Partnership for Innovation, among others. Before devoting is life to research, he was a Senior Systems Analyst for Exxon leading project to develop database systems for oil and gas production. In his free time he sails.