



CINCINNATI
CHRISTIAN UNIVERSITY

BUSN23599-2019-10 Business Applications

School of Business – Cincinnati Christian University

Instructor: Mike Due (Mike.Due@ccuniversity.edu) or (513) 793-7112

Meeting Times: None, as this is an online course. Presentation recordings will be available online, however.

Meeting Location: Online

Course Description:

This course is an experiential lab course designed to give students hands-on experience with software that is commonly used in the workplace, from small businesses to large corporations. The focus for this course is the practical implementation of these technologies to resolve common workplace issues.

Course Learning Outcomes:

After completing this course the student will be able to:

- Create and maintain workbooks/spreadsheets using Microsoft Excel.
(Assessment: Quizzes, Research, Exams)
- Design workbooks/spreadsheets using a wide variety of formatting and layout options.
(Assessment: Quizzes, Research, Exams)
- Plan and develop spreadsheet solutions using Excel's Tables and Charting features.
(Assessment: Quizzes, Research, Exams)
- Plan and develop intricate data analysis solutions using Pivot Tables and Pivot Charts.
(Assessment: Quizzes, Research, Exams)
- Plan and develop intricate spreadsheet solutions to common business problems using sophisticated formulas, macros, and other Excel features/techniques.
(Assessment: Quizzes, Research, Exams)

Textbooks:

There will be no traditional text to purchase for this course. However, the instructor has published a Study Guide, available in the book store, or you can buy it on Amazon.com: <https://tinyurl.com/y5qtwk3g>

Study Guide for BUSN 235 - Business Applications

Authored by Mike Due



List Price: **\$21.99**

8.5" x 11" (21.59 x 27.94 cm)

Black & White on White paper
48 pages

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ISBN-10: 1723528439

BISAC: Study Aids / Tests

This guide is intended to serve as a study guide for my BUSN 235 Business Applications course at Cincinnati Christian University, but can be used as a quick overview for anyone wanting a "just enough, just in time" overview of how to use Excel.

The Study Guide is an optional purchase. You do NOT need to buy the thing. However, the instructional videos, quizzes, and final exam are all created to parallel the topics that are covered in the Study Guide and it can likely help your grade if you use the Study Guide prior to taking each quiz or the final exam.

Student Assignments and Grade Breakdown

Students in this course will be evaluated by the College's standard grading system. You should refer to the Student Handbook or the College Catalog for further details. The criteria for determining that grade will be as follows:

1. Attendance/Videos (20%)

There will be instructor-led videos to watch for each module. The first thing you should do at the start of each module is to watch these instructional videos. They are designed to be good substitutes for going to a class, except that you will have a great deal of flexibility as to when you wish to watch them.

In addition to these instructions, each student will be expected to search YouTube.com and find videos they believe are helpful in understanding the features of Excel covered within each module. **NOTE: do not just send random excel videos... the videos you send must be relevant for the topics covered in each module.** As a means of counting your attendance throughout the semester, you will need to upload hyperlinks of YouTube Videos (that you have found by searching YouTube) which demonstrate the topics in each module. Each module may have a different number of video links required. It is recommended you use search strings such as "Excel Creating a Formula" or "Excel Absolute References" (as examples). Once you find a video you believe helps you understand the feature, you will want to copy the URL of that video for your assignment submission. You may wish to keep a running list of these in a document as a safety copy. Failure to upload these links will result in an attendance score of zero for the weeks when the assignment is due. As an example, in our canvas site, go to the HOME page and then find MODULE1 in a list of all the modules displayed there. Below that, you'll see a link for **Module 1 Attendance/Videos**, and once you open that page, there will be a means for you to upload your links which you will copy/paste for submission. Module 1 requires three (3) links to be uploaded, Module 2 requires five (5) links, and other modules requirements should be checked through the end of the semester.

Note: The instructor reserves the right to judge if the videos have merit or if a student was merely submitting a random or relatively useless video merely to obtain credit.

Note: one module lasts for 2 weeks, thus submitting the links for any one module will count as your attendance grade for two weeks.

2. Quizzes (50%)

Quizzes will be used weekly to ensure students are keeping pace with the flow of the material and retaining it as well. These will be fully online, found in Canvas, and should appear in your course calendar. Unlike the exam, these quizzes will be mostly True/False and Multiple Choice questions. However, in order for a student to answer the questions correctly, they may need to use Excel during the quiz to perform a series of operations in order that they may arrive at the correct answer on the quiz. Note I will drop the lowest of your quiz grades for the semester.

3. Final Exam (30%)

There will be one, cumulative, final exam in this course during exam week. This will require students to demonstrate their skills in Microsoft Excel. Students will be expected to prove their proficiency in a hands-on fashion by performing work directly in Microsoft Excel, Microsoft PowerPoint, and Microsoft Word (with Excel being the main focus). Exams will have a time limit. Students may consult their notes or Youtube.com to try to complete the exams.

NOTE: Students must not interact with any other student or non-student, verbally or electronically, during execution of the exam. Also, obtaining exams that were used in this class in previous semester will constitute cheating, the result of which will follow established school disciplinary actions.

NOTE: students must not interact with any other student or non-student, verbally or electronically, during execution of the quizzes. Cooperating with others during a quiz will constitute cheating, the result of which will follow established school disciplinary actions.

Tentative Course Schedule

A complete course schedule can be found in this course's calendar. This will provide links to each week's quizzes and the final exam.

Academic Integrity

Policies regarding academic integrity and the procedures for addressing integrity issues like plagiarism or cheating on an exam in this course reflect the policies and procedures as they are written in the CCU student handbook.

Submitting unoriginal work (such as completed work from other students, past or present) will constitute cheating, the result of which will follow established school disciplinary actions. Also note the instructor has formulas embedded in these worksheets to help signal to him if unoriginal work is being submitted.

Special Note: Obtaining this class's course files from previous semesters will be considered cheating. These cases will be submitted to the Academic Integrity Committee. Please note the instructor changes these files from one semester to the next and thus using previous semester's files would be counterproductive anyway. The instructor also employs the use of hidden formulas and macros in these workbooks that will create an authentication record belonging to each student, so sharing workbooks electronically will include evidence of the file having come from a different student.

Disabilities and Special Accommodations

Students who require academic accommodations due to any documented physical, psychological, or learning disability should request assistance from the Student Services Department within the first two weeks of class. The Student Services Department is located on the upper level of the Presidents Hall. You may also contact the office by phone (513.244.8140).