REQUEST FOR NEW COURSE

1. **General Information.**

   a. Submitted by the College of: Business & Economics

   Today's Date: 12/1/2009

   b. Department/Division: B&E

   c. Contact person name: Nancy Johnson   Email: nbj@uky.edu   Phone: 7-2976

   d. Requested Effective Date: ☒ Semester following approval OR ☐ Specific Term/Year[1]: _____

2. **Designation and Description of Proposed Course.**

   a. Prefix and Number: B&E 105

   b. Full Title: Software Applications and Tools for Business

   c. Transcript Title (if full title is more than 40 characters): Software Aps and Tools for Business

   d. To be Cross-Listed[2] with (Prefix and Number): no

   e. Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours[3] for each meeting pattern type.

1 Lecture	_____ Laboratory[1]	_____ Recitation	_____ Discussion	_____ Indep. Study
_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research	_____ Residency
_____ Seminar	_____ Studio	_____ Other – Please explain: _____		

   f. Identify a grading system: ☐ Letter (A, B, C, etc.)   ☒ Pass/Fail

   g. Number of credits: 1

   h. Is this course repeatable for additional credit?   YES ☐   NO ☒

   If YES: Maximum number of credit hours: _____

   If YES: Will this course allow multiple registrations during the same semester?   YES ☐   NO ☒

   i. 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.

   j. Prerequisites, if any: _____

   k. Will this course also be offered through Distance Learning?   YES[4] ☐   NO ☒

   l. Supplementary teaching component, if any: ☐ Community-Based Experience   ☐ Service Learning   ☐ Both

3. **Will this course be taught off campus?**   YES ☐   NO ☒

4. **Frequency of Course Offering.**

   a. Course will be offered (check all that apply): ☒ Fall   ☒ Spring   ☒ Summer

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

[2] The chair of the cross-listing department must sign off on the Signature Routing Log.

[3] In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

[4] You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

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b. Will the course be offered every year? YES ☒ NO ☐

If NO, explain: _____

5. Are facilities and personnel necessary for the proposed new course available? YES ☒ NO ☐

If NO, explain: _____

6. What enrollment (per section per semester) may reasonably be expected? 40

7. Anticipated Student Demand.

a. Will this course serve students primarily within the degree program? YES ☒ NO ☐

b. Will it be of interest to a significant number of students outside the degree pgm? YES ☐ NO ☒

If YES, explain: _____

8. Check the category most applicable to this course:

☒ Traditional – Offered in Corresponding Departments at Universities Elsewhere

☐ Relatively New – Now Being Widely Established

☐ Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program? YES ☐ NO ☒

If YES, name the proposed new program: _____

b. Will this course be a new requirement[5] for ANY program? YES ☐ NO ☒

If YES[5], list affected programs: | Although the course is not required for a program. BBA, BSBE, and BSA students are required to pass Microsoft Exams. This course will assist them in exam preparation.

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500? YES ☐ NO ☒

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in *10.b.* You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See *SR 3.1.4.*)

b. ☒ The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from *10.a* above) are attached.

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[5] In order to change a program, a program change form must also be submitted.

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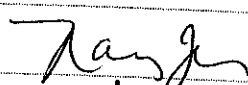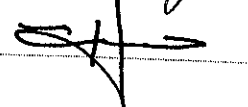## Signature Routing Log

General Information:

Course Prefix and Number: B&E 105

Proposal Contact Person Name: Nancy Johnson   Phone: 7-2976   Email: nbj@uky.edu

INSTRUCTIONS:
Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Undergraduate Studies	3/5/10	Nancy Jon / 7-2976/ nbj@uky.edu	Nancy Jo
Gatton Faculty	4/30/10	Merl Hackbart / 7-3592/ mhackbart@uky.edu	
	/ /		
	/ /		
	/ /		

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[6]
Undergraduate Council	10/26/2010		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

[6] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

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Software Applications and Tools for Business
B&E 105 Sections I and II
Syllabus

General Course Information
B&E 105 Software Applications and Tools for Business Section I and II
Meets Fridays 1/15/2010 - 2/12/2010; 9:30 am – 12:15 pm (section I), 1:30 pm – 4:15 pm (section II)
Business and Economics Bldg-Rm.201-BE

Instructor Contact Information
Diane N Andal
Please contact instructor by email diane.andal@uky.edu
Office Address: 235 B&E 0034
Office Hours: Fridays 1:00pm – 1:30 pm and 4:15pm – 4:45 pm (*Business and Economics Bldg-Rm.201-BE*) and appointments scheduled upon request

Course Description
Overview: This course is designed to prepare students to use business-oriented software (e.g., word processing, presentation programs, and spreadsheets) at a high level of proficiency. Students who successfully complete this course should be equipped to pass Microsoft Office Certifications in Word, PowerPoint and Excel.

Course Objective
* To develop a conceptual understanding of and a high-level proficiency in using word processing, presentation programs, and spreadsheets

Learning Outcome
To be able to successfully pass the Microsoft Office Exams in Word, PowerPoint, and Excel

Required Materials
You will need to purchase the materials for class from Johnny Print. You will also be required to access the online training provided free to students found on the University of Kentucky's Human Resource web page http://www.uky.edu/HR/etraining).

Grading
This course is only offered on a pass/fail basis. Students will be required to complete 4 assignments on eTraining, an online training resource http://www.uky.edu/HR/etraining) and 4 projects assigned in class. The course grade is based upon successfully completing equally weighted homework assignments and course attendance (see below). Completion of eTraining assignments will be verified automatically by the instructor. Projects must be submitted to the instructor via email and will be graded as acceptable or unacceptable. In order to pass the course students must follow the attendance policy below and complete 95% of the assignments at an acceptable level. Note: because this course is pass/fail and meets one time a week for five weeks there will be no midterm grade or final exam.

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Attendance

Because this course is hands on, you cannot afford to miss class. For this reason, attendance is mandatory. Should you have a university approved excuse, you will need to present documentation to the instructor. The instructor and the student will then work out how the student is to make up the required work including attending another section of the class. Students without an approved university excuse who miss one full class will fail.

Disability Policy

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.

Academic Integrity & Plagiarism

Students are expected to comply with the spirit and letter of the standards of academic honesty and integrity as outlined by the rules of the University Senate. Students should not plagiarize, cheat, or falsify or misrepresent their work. Failure to follow these rules could result in discipline ranging from failure on an assignment to failure in the class and suspension from the university.

Classroom Behavior, Decorum, and Civility

Students are expected to have conduct and manners consistent with those expected in business interactions. Such conduct includes:

Entering/Exiting Class:
- Please arrive on time to class and stay for the entire class period. Late arrivals and early departures are disruptive.
- If you know in advance that you will be late or will have to leave class early, please discuss this with the instructor prior to that day and make arrangements to get information that is missed.

Noise:
- When class begins, please stop your conversations.
- Wait until class is completely over before putting your materials away in your backpack, standing up, or talking to friends.

Electronic Devices:
- Cell phones should be turned off. No talking on cell phones, text messaging, or emailing on laptops during class. Wait until after class to return any calls received.
- No listening to iPods or other electronic recording devices during class.

Email Etiquette:

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- You are expected to write as you would in any professional correspondence. Email communication should be courteous and respectful in manner and tone. Do not send emails that are curt or demanding.
- Do not expect an immediate response via email (normally, a response will be sent within two business days). If your email question is sent at the last minute it may not be possible to send you a response before an assignment is due or a test is given.

Participation:

- Participate in class: ask questions, answer questions, take notes, etc. This class is designed to help prepare you to be able to pass the Microsoft Office certification exams. You will only get out of this class what you put into it.
- Keep on the topic at hand. If you have questions off the current topic, address these outside of class at office hours or by email with the TA or instructor.
- Do not disturb others by engaging in disruptive behavior. Disruption interferes with the learning environment and impairs the ability of others to focus, participate, and engage.

Common Courtesy:

- Do not disturb others by engaging in disruptive behavior. Disruption interferes with the learning environment and impairs the ability of others to focus, participate, and engage.
- Do not read the newspaper during class or chat with your neighbor. These behaviors can be very distracting.
- Food and drink are discouraged in class. There may be times that you need a beverage or small snack during class. Avoid bringing in large meals or food that is noisy when unpackaged or chewed.
- Show respect for me and fellow classmates. Do not interrupt another who is speaking. It is okay to disagree with an idea but not okay to ridicule or make fun of another person and his/her ideas. Raised voices, derogatory language, name-calling, and intimidating behavior will NOT be tolerated.

Class Content and Schedule

CLASS I

Microsoft Office 2007: Common Components of Excel, Word, and PowerPoint
The Ribbon
Contextual Tabs
Styles
The Microsoft Office Button
Galleries
Live Preview
Mini Toolbar

Quick Access Toolbar
SmartArt
Themes
Styles

Preparing for Exam 77-6602 Using Microsoft Office Excel 2007

Creating and Manipulating Data
- Insert data by using AutoFill
- Ensure data integrity
- Modify cell contents and formats
- Change worksheet views
- Manage worksheets

Formatting Data and Content
- Format worksheets
- Insert and modify rows and columns
- Format cells and cell content
- Format data as a table

Assignment #1

CLASS II:

Preparing for Exam 77-6602 Using Microsoft Office Excel 2007 (cont'd)

Creating and Modifying Formulas
- Reference data in formulas
- Summarize data by using a formula
- Summarize data by using subtotals
- Conditionally summarize data by using a formula
- Look up data by using a formula
- Use conditional logic in a formula
- Format or modify text by using formulas
- Display and print formulas

Presenting Data Visually
- Create and format charts
- Modify charts
- Apply conditional formatting
- Insert and modify illustrations
- Outline data
- Sort and filter data

Collaborating on and Securing Data
- Manage changes to workbooks
- Protect and share workbooks
- Prepare workbooks for distribution
- Save workbooks

- Set print options for printing data, worksheets, and workbooks

Assignment #2

CLASS III:

Preparing for Exam 77-601 Using Microsoft Office Word 2007
Creating and Customizing Documents
- Create and format documents.
- Lay out documents.
- Make documents and content easier to find.
- Personalize Office Word 2007.

Formatting Content
- Format text and paragraphs.
- Manipulate text.
- Control pagination.

Working with Visual Content
- Insert illustrations.
- Format illustrations.
- Format text graphically.
- Insert and modify text boxes.

Assignment #3

CLASS IV:

Preparing for Exam 77-601 Using Microsoft Office Word 2007 (cont'd)
Organizing Content
- Structure content by using Quick Parts.
- Use tables and lists to organize content.
- Modify tables.
- Insert and format references and captions.
- Merge documents and data sources.

Reviewing Documents
- Navigate documents.
- Compare and merge document versions.
- Manage tracked changes.
- Insert, modify, and delete comments.

Sharing and Securing Content
- Prepare documents for sharing.
- Control document access.
- Attach digital signatures

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Preparing for Exam 77-603 Using Microsoft Office PowerPoint 2007:

Creating and Formatting Presentations
- Create new presentations.
- Customize slide masters.
- Add elements to slide masters.
- Create and change presentation elements.
- Arrange slides.

Creating and Formatting Slide Content
- Insert and format text boxes.
- Manipulate text.
- Add and link existing content to presentations.
- Apply, customize, modify, and remove animations.

Assignment #4

CLASS V:

Preparing for Exam 77-603 Using Microsoft Office PowerPoint 2007 (cont'd)

Working with Visual Content
- Create SmartArt diagrams.
- Modify SmartArt diagrams.
- Insert illustrations and shapes.
- Modify illustrations.
- Arrange illustrations and other content.
- Insert and modify charts.
- Insert and modify tables.

Collaborating on and Delivering Presentations
- Review presentations.
- Protect presentations.
- Secure and share presentations.
- Prepare printed materials.
- Prepare for and rehearse presentation delivery.

Test-Taking Tips

Class Review