

## Brothers, Sheila C

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**From:** Raphael Finkel [raphael@cs.uky.edu]  
**Sent:** Friday, April 12, 2013 11:34 AM  
**To:** Brothers, Sheila C  
**Cc:** Lowry, Regina; Prats, Armando; Graf, Gregory A; Hayes, Robert Z; Jackson, Vanessa P; Raphael Finkel; Stanley, Aaron D; Rachel McMahan; Lewis, Wayne D; Provost, University of Kentucky; Witt, Don  
**Subject:** SAASC Item 19: pre-major requirements for the Gatton College's undergraduate programs

Sheila,

The SAASC has approved this item.

SAASC Item 19: pre-major requirements for the Gatton College's undergraduate programs

Reference:

[http://www.uky.edu/Faculty/Senate/curricular\\_proposals/files/BS%20Actg%20BBA%20Analytics%20Fin%20Mgt%20Mkt%20BSBE%20Econ%20B&E105.pdf](http://www.uky.edu/Faculty/Senate/curricular_proposals/files/BS%20Actg%20BBA%20Analytics%20Fin%20Mgt%20Mkt%20BSBE%20Econ%20B&E105.pdf)

The proposal is to change the pre-major requirements for the Gatton College's undergraduate programs (BS Accounting, BBA in Analytics, BBA in Finance, BBA in Management, BBA in Marketing and BSBE in Economics).

Students would no longer be required to complete Microsoft Office Specialist (MOS) examinations (in Word, PowerPoint, and Excel) but will instead have to complete (a revised version of) B&E 105, currently a 1-credit Pass/Fail preparation course for the MOS. The revision to B&E

105 will be reviewed and approved via a web transmittal.

Reasons given: MOS certification is not clearly preparing students for upper-division course work, they are expensive (total of \$255 for the 3 exams), and there is some worry about cheating.

My take: I'm all for reducing dependency on Microsoft products in any way we can. I would prefer to have students learn open-source products (LibreOffice is an obvious contender to the Microsoft Office suite), and I don't see why this course should be in B&E instead of CS (my parochial side showing; it seems that the course overlaps a lot with CS101: <http://www.cs.uky.edu/courses/cs101>), but I support this proposal as a first step.

However, I see no wording in SR 4.2.2.10, which would be the relevant place, for any current requirement that students complete MOS. The word "Microsoft" does not appear anywhere in the SR. So this proposal is purely a bulletin change, not a SR change (confirmed by our contact in B&E, Scott Kelley). The SC may end up asking for exact suggested wording for the SR; Scott Kelley says the current SR wording is OK; in fact dropping the MOS requirement actually makes the program more compliant with the SR.

CHANGE UNDERGRADUATE PROGRAM FORM

OFFICE OF THE SENATE COUNCIL

1. General Information

College: Business & Economics Department: Accounting, Economics, Finance & Quantitative Methods, Management, and Marketing & Supply Chain

Current Major Name: Accounting, Analytics, Economics, Finance, Management, and Marketing Proposed Major Name: \_\_\_\_\_

Current Degree Title: B.S. in Accounting, BBA in Analytics, Finance, Management, and Marketing, BSBE in Economics Proposed Degree Title: \_\_\_\_\_

Formal Option(s): \_\_\_\_\_ Proposed Formal Option(s): \_\_\_\_\_

Specialty Field w/in Formal Option: \_\_\_\_\_ Proposed Specialty Field w/in Formal Options: \_\_\_\_\_

Date of Contact with Associate Provost for Academic Administration<sup>1</sup>: 2/5/13

Bulletin (yr & pgs): 2012-13, 175-180 CIP Code<sup>1</sup>: Accounting 52.0301  
Analytics 52.1301  
Economics 52.0601  
Finance 52.0801  
Management 52.0101  
Marketing 52.1401 Today's Date: February 6, 2013

Accrediting Agency (if applicable): AACSB and SACS

Requested Effective Date:  Semester following approval. OR  Specific Date<sup>2</sup>: \_\_\_\_\_

Dept. Contact Person: Scott Kelley Phone: 7-3425 Email: skelley@uky.edu

2. General Education Curriculum for this Program:

The new General Education curriculum is comprised of the equivalent of 30 credit hours of course work. There are, however, some courses that exceed 3 credits & this would result in more than 30 credits in some majors.

- There is no foreign language requirement for the new Gen Ed curriculum.
- There is no General Education Electives requirement.

Please list the courses/credit hours currently used to fulfill the University Studies/General Education curriculum:

Please identify below the suggested courses/credit hours to fulfill the General Education curriculum.

General Education Area	Course	Credit Hrs
<b>I. Intellectual Inquiry (one course in each area)</b>		
Arts and Creativity	_____	_____
Humanities	_____	_____

<sup>1</sup> Prior to filling out this form, you MUST contact the Associate Provost for Academic Administration (APAA). If you do not know the CIP code, the (APAA) can provide you with that during the contact.

<sup>2</sup> Program changes are typically made effective for the semester following approval. No program will be made effective until all approvals are received.

## CHANGE UNDERGRADUATE PROGRAM FORM

Social Sciences	_____	_____
Natural/Physical/Mathematical	_____	_____
<b>II. Composition and Communication</b>		
Composition and Communication I	CIS or WRD 110	3
Composition and Communication II	CIS or WRD 111	3
<b>III. Quantitative Reasoning (one course in each area)</b>		
Quantitative Foundations <sup>3</sup>	_____	_____
Statistical Inferential Reasoning	_____	_____
<b>IV. Citizenship (one course in each area)</b>		
Community, Culture and Citizenship in the USA	_____	_____
Global Dynamics	_____	_____
<b>Total General Education Hours</b>		_____

3. Explain whether the proposed changes to the program (as described in sections 4 to 12) involve courses offered by another department/program. Routing Signature Log must include approval by faculty of additional department(s).

The proposed change does not involve courses offered by another department/program.

4. Explain how satisfaction of the University Graduation Writing Requirement will be changed.

<p><b>Current</b></p> <p><input checked="" type="checkbox"/> Standard University course offering. List: _____</p> <p><input type="checkbox"/> Specific course – list: _____</p>	<p><b>Proposed</b></p> <p><input type="checkbox"/> Standard University course offering. List: _____</p> <p><input type="checkbox"/> Specific course) – list: _____</p>
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5. List any changes to college-level requirements that must be satisfied.

<p><b>Current</b></p> <p><input type="checkbox"/> Standard college requirement. List: _____</p> <p><input type="checkbox"/> Specific required course – list: _____</p>	<p><b>Proposed</b></p> <p><input type="checkbox"/> Standard college requirement. List: _____</p> <p><input type="checkbox"/> Specific course – list: _____</p>
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6. List pre-major or pre-professional course requirements that will change, including credit hours.

<p><b>Current</b></p> <p><u>Successful completion of the MOS Certification Exams in Excel, Powerpoint, and Word</u></p>	<p><b>Proposed</b></p> <p><u>B&amp;E 105</u></p>
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7. List the major's course requirements that will change, including credit hours.

<p><b>Current</b></p> <p>_____</p>	<p><b>Proposed</b></p> <p>_____</p>
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8. Does the pgm require a minor AND does the proposed change affect the required minor?  N/A  Yes  No  
If "Yes," indicate current courses and proposed changes below.

<sup>3</sup> Note that MA 109 is NOT approved as a Quantitative Foundations course. Students in a major requiring calculus will use a calculus course (MA 113, 123, 137 or 138) while students not requiring calculus should take MA 111, PHI 120 or another approved course.

## CHANGE UNDERGRADUATE PROGRAM FORM

Current _____	Proposed _____
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9. Does the proposed change affect any option(s)?  N/A    Yes    No  
 If "Yes," indicate current courses and proposed changes below, including credit hours, and also specialties and subspecialties, if any.

Current _____	Proposed _____
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10. Does the change affect pgm requirements for number of credit hrs outside the major subject in a related field?  Yes    No  
 If so, indicate current courses and proposed changes below.

Current _____	Proposed _____
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11. Does the change affect pgm requirements for technical or professional support electives?  Yes    No  
 If so, indicate current courses and proposed changes below.

Current _____	Proposed _____
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12. Does the change affect a minimum number of free credit hours or support electives?  Yes    No  
 If "Yes," indicate current courses and proposed changes below.

Current _____	Proposed _____
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**13. Summary of changes in required credit hours:**

	Current	Proposed
a. Credit Hours of Premajor or Preprofessional Courses:	25-28	26-29
b. Credit Hours of Major's Requirements:	_____	_____
c. Credit Hours for Required Minor:	_____	_____
d. Credit Hours Needed for a Specific Option:	_____	_____
e. Credit Hours Outside of Major Subject in Related Field:	_____	_____
f. Credit Hours in Technical or Professional Support Electives:	_____	_____
g. Minimum Credit Hours of Free/Supportive Electives:	_____	_____
h. Total Credit Hours Required by Level:		
100:	_____	_____
200:	_____	_____
300:	_____	_____
400-500:	_____	_____
i. Total Credit Hours Required for Graduation:	_____	_____

14. Rationale for Change(s) – if rationale involves accreditation requirements, please include specific references to that.

## CHANGE UNDERGRADUATE PROGRAM FORM

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.

**15. List below the typical semester by semester program for the major. If multiple options are available, attach a separate sheet for each option.**

YEAR 1 – FALL: (e.g. "BIO 103; 3 credits")	_____	YEAR 1 – SPRING:	_____
YEAR 2 - FALL :	_____	YEAR 2 – SPRING:	_____
YEAR 3 - FALL:	_____	YEAR 3 - SPRING:	_____
YEAR 4 - FALL:	_____	YEAR 4 - SPRING:	_____

# CHANGE UNDERGRADUATE PROGRAM FORM

## Signature Routing Log

**General Information:**

Current Degree Title and Major Name: Accounting, Analytics, Economics, Finance, Management, and Marketing

Proposal Contact Person Name: Scott Kelley Phone: 7-3425 Email: skelley@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
Gatton College Undergraduate Studies Committee	1/28/13	Scott Kelley / 7-3425 / skelley@uky.edu	
Gatton College Faculty	2/4/13	Scott Kelley / 7-3425 / skelley@uky.edu	
		/ /	
		/ /	
		/ /	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>4</sup>
Undergraduate Council	2/28/13	Joanie Ett-Mims	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

**Comments:**

<sup>4</sup> Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

FEB 28 2013

OFFICE OF THE  
SENATE COUNCIL

## 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&amp;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.

B&E 105  
Technology for Business Solutions

**Instructor:** Diane Andal  
**Office Address:** 237 Gatton College of Business & Economics  
**Email:** [diane.andal@uky.edu](mailto: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 subtotalling, 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
<b>TOTAL POINTS</b>	<b>250 points</b>

### **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](mailto: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	