

Sul Ross State University
Department of Business Administration
Technology Based Business Reporting
GBA 4350:001
MWF 10:00 – 10:50 am – BAB 318
Fall 2015

Course Instructor **Linda McAnally**
Office **BAB 308**
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Office Hours **MW 8:30 – 9:00 am; 1:00 – 3:00 pm**
 TR 8:30 – 9:30 am
 ***other times are available by appointment**

Course Description:

Excel is one of the most powerful tools in business. Everyone from financial advisors, sales people, accounts, and marketing managers to small business owners and corporate officers rely on Microsoft Excel to make meaningful decisions and accomplish their business goals. Mastery of this important applications will enable you to turn data into useful information and take full advantage of a dynamic and flexible tool for business.

Prerequisite: None

Required Course Materials:

Microsoft Excel 2013 Formulas and Functions by Paul McFedries. (Ques Publishing) Pearson Publishing. ISBN 9780789748676.

Program Learning Objectives (PLO)

- PLO 1 Analyze and solve business problems across major business functions, using fundamental business principles and strategies
- PLO 2 Communicate business information through written, oral and other delivery processes
- PLO 3 Identify and discuss the impact of ethical and social responsibility issues in business
- PLO 4 Identify and describe the major components of the external business environment

Student Learning Outcomes:

- Learn and apply advanced Excel functions.
- Learn to Apply important modeling tools.
- Learn and apply new trends in predictive and prescriptive analytics
- Learn and apply Excel Trend Curves, multiple regression, and exponential smoothing
- Learn and apply key financial, statistical, and time functions

Classroom Behavior

Distracting behavior such as uninvited casual talk among students, use of cellular phones, beepers or inappropriate behavior toward fellow students or faculty is unacceptable. Turn off your cell phone and any other electronic equipment before class starts. If you turn your phone to vibrate, do not answer it in class and do not leave the classroom to answer your phone. Exceptions to this are emergency personnel.

Course Grading:

Students will be graded based on the tasks completed and exams. Assignments will have due dates and you need to submit the work on that date. If the assignment is turned in late, 5 points per day will be deducted from the grade on the assignment. If an assignment is turned in more than three days late, you will receive a grade of zero.

Class Participation	20%
Assignments	20%
Exams	60%
Total percentage	100%

Your grade is based on the following scale:

A	90% -100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Class Participation

This class is conducted on a lecture and hands on format (for the most part). However, you are urged to participate at your own initiative and determination of participation grades will be based upon both quantity and quality of comments. Thus, your attendance is at a premium and repeated absences from class can only hurt your class standing not enabling you to fully satisfy the course requirements. If you must miss class, please let me know before class begins. Also, from time to time, *we will have in-class exercises which require your participation*. On these occasions, participation is especially important.

Attendance

Class attendance is required. Each student is expected to attend class regularly, to arrive on time, and to remain until class is dismissed. Tardiness and leaving class early are disruptive for other students and the instructor. Students who do not arrive promptly or who leave early may be noted as absent. When a student has to miss a class due to an authorized University activity, it will be the responsibility of the student to notify the instructor of the class in advance. The department responsible for the authorized University activity will also notify instructors through the Student Life Office by providing an explained absence list to the office. Instructors will give students participating in an authorized University activity the opportunity to make up class work, including tests, within a reasonable time and at the convenience of the instructor.

The class attendance policy on page 66 of the 2014-2016 catalog will be followed. A student will be dropped after they accumulate six absences. General guideline is nine absences for a MWF class, six absences for a MW or TR class and three absences for a night class. Absences from class for University sanctioned activities shall not be included in this count provided the student notifies the instructor in advance.

Exams:

The tentative format for all exams in this course will be comprised, for the most part, of "objective type" questions. These may include, but not be limited to, multiple choice, true/false, and matching questions. An additional portion of the exams may also include short answer and/or essay type questions. Material to be covered on each exam will be announced prior to the exam and will be dictated by class progress. The final exam will, of course, cover the entire course. You will be responsible for all course content on all exams. This includes lecture materials, reading assignments from book, outside readings that may be assigned from time to time and any other areas which are course related. In other words, any topic will be "fair game"

NOTE: Make up exams are strongly discouraged

Academic Honesty

Cheating or plagiarism includes the copying of all or part of another person's work and will not be tolerated. If you allow your work to be copied or make it available to another student for this purpose you are also cheating. All parties involved will receive an F on the assignment.

Instructor Expectations:

You are expected to approach this class in a professional manner. This means completing assignments and exams in a timely manner. Your primary goal as a student is to obtain an education and acquire certain skills to enable you to be productive and competitive in your chosen field. Do not waste your time, your classmates time, or my time by not giving 100 % of your efforts.

Students With Disabilities

The University is committed to equal access in compliance with the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act of 1973. The Counseling and Accessibility Services has the responsibility to assist students with disabilities in gaining opportunities for full participation in programs, services and activities. Counseling and Accessibility Services is currently located in Ferguson Hall #112. The telephone number is (432) 837-8203.