

Sul Ross State University
Department of Business Administration
Spreadsheet and Database Management
GBA 4350:W01
Web Based
Fall 2019

Course Instructor Linda McAnally
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Office Hours MON 12:30 – 1:30
TUE 8:30 – 9:30; 11:00 – 12:00
WED 9:00 – 11:00; 12:30 – 1:30
THUR 8:30 – 9:30
*other times are available by appointment

Course Description:

Excel and Access are two 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 and Access to make meaningful decisions and accomplish their business goals. Mastery of these important applications will enable you to turn data into useful information and take full advantage of a dynamic and flexible tool for business.

Prerequisite:

Basic knowledge of computers

Required Course Materials:

Problem Solving Cases in Access and Excel by Monk, Brady and Mendelsohn, 16th edition. Cengage. ISBN 9780357138632

Student Learning Objectives (SLO)

- SLO 1 Students will be able to analyze and solve business problems across major business functions, using fundamental business principles and strategies
SLO 2 Students will be able to communicate about contemporary business related topics.
SLO 3 Students will be able to comprehend the impact of ethical and social responsibility in business

Course Grading:

Students will be graded based on the tasks completed. Assignments will have due dates and you need to submit the work on that date.

Tutorials	40%
Assignments (Cases)	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

Distance learning (Online) Absences Statement (Non-Participation Statement)

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences. In Web courses, this policy is interpreted as not participating for more than 3 weeks in a long semester, 1 week in a summer session, or 3 days in the midwinter session. Any student dropped for non-participation will receive an F in the course dropped. Inactivity may include the following:

not logging on to the course

not submitting assignments

not participating in scheduled activities

not communicating with the instructor by phone or email, and/or

not following the instructor's participation guidelines stated in the syllabus

Blackboard statistics track the logins made and document the sections of the course accessed. These statistics will be used by your professor as a factor in documenting your participation in the course.

Academic Honesty:

The following is copied from the Student Handbook and will be adhered to:

The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. "Cheating" includes:

1. Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating, without authorization, with another person during an examination or in preparing academic work.
4. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of a non-administered test.
5. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
6. Bribing another person to obtain a non-administered test or information about a non-administered test.
7. Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of a rough and/or final version of an assignment by a professional typist.
8. "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea in one's own written work offered for credit.
9. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.
10. "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

11."Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

12."Falsification of Data" means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

SRSU Disability Services:

ADA (Americans with Disabilities Act) Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Mary Schwartze-Grisham, M. Ed., LPC., in Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas. Telephone: 432-837-8691. E-mail: mschwartze@sulross.edu .

Technical Support

For technical support, contact our help desk at:
techassist@sulross.edu
432-837-8888

For Blackboard help, contact the following people:

Sandy Bogus at sbogus@sulross.edu

432-837-8523