SAID GHEZAL, PhD
Associate Professor
School of Leadership and Professional Studies
College of Education and Behavioral Sciences
Western Kentucky University

To contact me, please use email: said.ghezal@wku.edu

IMPORTANT: This syllabus (and some of the course content) is subject to modification up until the first day of the semester in which the course is taught. It is made available for general information purposes only. Any or all parts of it may change before the course is offered. If you register for the course you may access the updated and correct syllabus on the first day of classes. The textbook in this course is required and without it you should not be in this class!

WFA 447

Workforce Processes & Technology

SYLLABUS

Course Information

Course Description

The class is divided into five modules.
- In Module 1, we will cover Data Base Design (Tutorial A) and Microsoft Access (Tutorial B). You will also work on setting up a relational database to create tables, forms, queries, and reports (Case 1 - Preliminary Case: Dog Hikes).
- In Module 2, we will examine how to build a decision support system in Excel and how to use it (Tutorial C). You will also study some guidelines that are essential for completing the textbook's Microsoft Excel assigned work (Tutorial E).
- In Module 3, we will learn how to build a decision support system using Microsoft Excel Solver (Tutorial D). In this module, you will also sharpen your Excel Solver skills.
- In Module 4, you will also learn how to integrate Microsoft Access and Excel by completing a case study (Case 10 - The Donation Letter Analysis).
- In Module 5, you will continue with integrating Access and Excel and you will learn how to do Data Analysis and Research with Microsoft Access and Excel. You will do so by completing an additional case study, Case 11 – San Francisco Fire Incidents.

NOTE: There are other Cases in your textbook and you are welcome to further sharpen your skills by attempting some of them. However, doing these other cases is strictly optional (not required) and these extra cases will not be submitted and/or graded!

Course Objectives

Upon completion of the course, you will be able to:
- Understand the principles of basic relational databases and be able to create simple database tables and relationships
- Create appropriate data tables, forms, queries, and reports
- Model organizational phenomenon in a spreadsheet format
- Create decision analysis models
- Understand and perform basic data analytics

Textbook

The course is utilizing an E-Book through the textbook publisher, Cengage Unlimited. This course requires access to an E-Book. See right for an image of the textbook cover.

eBook: Problem Solving Cases In Microsoft Access & Excel
Ellen Monk, Joseph Brady, Emilio Mendelsohn
ISBN-10: 0357392620 | ISBN-13: 9780357392621
Copyright 2020

Technology Requirement

- This is an online course and all the course content will be delivered through WKU Blackboard (https://wku.blackboard.com/). All your work will also be submitted through Blackboard. Emailed work (assignments, etc.) will not be accepted for credit.
- Your mobile device is not enough to do your work. You are required to have your own computer for this course. You need to be able to access the course on a regular basis and will need to be on the computer to do work for extended periods.
- You will need a high-speed internet connection (DSL, LAN, or cable connection preferred) to stream videos and take the quizzes in a timely manner.
- You are required to have access to Microsoft Office 2016 or 365 with MS Word, MS Excel, and MS Access to complete the activities and assignments for this course. As a WKU student you have access to Office 365 Pro Plus (https://www.wku.edu/its/sms/microsoft_sa.php) that allows you to install the Microsoft Suite in your computer. This method is preferred or there is another method: You can have access to Office 365 (https://products.office.com/en-us/student/office-in-education?legRedir=true&CorrelationId=f5b5c62e-4140-4ae7-8952-8376980ec632), which includes Word, Excel, PowerPoint and other tools available online. In this class you will need MS Access, so make sure that you also have MS Access included in your software tools.
- You must download the **Lockdown Browser** to take the quizzes. This software prohibits you from accessing files or searching the internet on your computer while

taking a quiz or exam. More information about Lockdown Browser is available in Blackboard.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Blackboard you can call the IT Helpdesk at 270.745.7000 (during their office hours) or visit them online (https://www.wku.edu/its/service-desk/).

Assignments/Assessments

The course will consist of readings from the assigned textbook, video lectures, activities, discussions, assignments, and quizzes.

Assigned Readings and Video Lectures: The textbook and video lectures provide the content to support the completion of the activities, assignments, and quizzes.

Notes Activity: For every Module in this course there will be a notes activity that follows for you to complete. The notes activities will help you focus on your reading and increase your comprehension and retention of the content.

Assignments: In every module there is at least one unique assignment that needs to be completed and submitted for grading. Detailed information about each assignment can be found on Blackboard.

Discussions: For the discussion boards in this course you will submit at least one original post and at least two response posts each week. Your first original post for each week must be a minimum of 200 words and submitted no later than Thursdays at 11:59 pm CST. Your response posts must be a minimum of 50 words and are due on Sundays at 11:59 pm CST.

Replying to peers and staying engaged is very important in this class. I will monitor the discussion and engage you with follow up questions and comments. I will also post additional information related to the course concepts as needed.

Quizzes: There are 5 quizzes, one for each module. Each consists of a number of multiple-choice and/or true-false questions.

Evaluation/Grading

Grades will be assigned based on the percent total of points earned in the course. The grading scale is shown below.

To get a rough estimate of your grade at any time, add up the number of points earned, divided by the total number of points possible *at that time* and multiply by 1000.

Graded Assignments	How many	Points each	Points
Notes Activities	5	20	100
Quizzes	5	80	400
Discussions	5	20	100
Assignments	5	80	400
Total Points:			**1000**

Grading Scale	
Grade	**Points**
A	900 – 1000
B	800 – 899
C	700 – 799
D	600 – 699
F	Below 600

Your final course grade is based on the above table. Getting close to a B does not mean you have a B in the course. Example: You have accumulated a total of 796 points at the end of the semester. It is very close to a B (800) but *it is not* a B. It is a C!

Note: All assignments (quizzes, discussions, etc.) must be completed and submitted by their time and date due. Late assignments are <u>not</u> accepted! No makeup work, no extensions, etc.

Course Policies & General Information

Some Important Course Policies and Expectations. More listed on Blackboard.

1. Assignments are to be submitted correctly, as specifically instructed. Assignments that are not sent to me as instructed by me will be rejected.
2. ALL assignments are to be received by the time (Central Daylight Time) and date that they are due. By "received" I really mean that *the assignment has not only been sent but also it has been received* by its due date/time!

3. ALL work must be YOUR work! Any work submitted that is not your work will receive a zero and may not be resubmitted. In such a case, other penalties (F in the course) may also apply!
4. ALL assignments (quizzes, discussions, etc.) will be done online.
5. You are responsible to take your quizzes on reliable devices hooked to a reliable Internet connection (excuses such as: "my computer froze on me or my computer got disconnected" are not likely to be considered).
6. When taking quizzes and tests on Blackboard, you have to do it on one sitting; meaning, you cannot save and come back to the quiz or go back to an answer and change it (no backtracking). Once you start a quiz, you have to finish it and once you submit an answer you cannot change it and your instructor will not change your assigned by the computer (Blackboard) grade. The system will terminate your quiz if you try to backtrack, etc. Suggestion: Do not wait until the last minute to take a quiz!
7. Late assignments are not accepted. No exceptions.
8. There will be no makeup assignments.
9. There will be no extra credit assignments!
10. Grades are posted on Blackboard (there is a link there titled "Check your grades").

Communication Policy

Email Communication
For questions on assignments, etc., please send proper emails. Emails should come from a wku.edu address and make sure to put "WFA447" and your last name in the subject line. Here is an example of an acceptable email subject line: WFA447 Smith (Question about Module 3). Emails will be answered daily during the week (Monday-Thursday) and emails sent on Friday-Sunday may not be answered until Monday. Your instructor is NOT online 24 hours per day, so please allow time for response.

Feedback on Assignments
All assignments are due on Sundays at 11:59 pm CST unless otherwise indicated. Students should expect to receive grades and possible feedback on Wednesdays of that same week, unless unforeseen circumstances.

Netiquette
When corresponding with your instructor and classmates through email or in the discussion boards, please use proper grammar and a positive tone. Please *do not* use "net speak" like, "u", "omg", "lol", etc. Please also refrain from using all CAPITAL LETTERS, as this is often interpreted as shouting. Treat your instructor and fellow students with respect at all times, and in all communications.

Academic Integrity

All Western Kentucky University policies are in effect. All your work must be your own, unless I authorize collaboration. Presenting the words, ideas, or expressions of another person in any form and claiming them as one's own is plagiarism and will not be tolerated. The claim of ignorance is no excuse. (See academic offenses (https://www.wku.edu/handbook/academic-dishonesty.php/) in the WKU student

handbook.) The University Catalog states, "Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected or a failing grade in the course without possibility of withdrawal."

Student Accessibility Resource Center

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact Student Accessibility Resource Center (https://www.wku.edu/sarc/) at Downing Student Union, 1074. The phone number is 270.745.5004. Please do not request accommodations directly from the instructor without a letter or accommodation.

Title IX

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and Discrimination and Harassment Policy (#0.2040) at https://www.wku.edu/policies/docs/251.pdf. Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

Course Schedule

This course is a 5-week term. Below is a course schedule to help you organize your time most effectively. Keep in mind that when a new module is posted, the previous (current) module is removed! As a result, it is crucial to stay on task.

Week	Modules	Assignments
I 02/21 to 02/27	Module One: Tutorial A Tutorial B Case 1	- Introductions Discussion Board Forum - Module One Notes Activity - Module One Quiz - Module One Discussion Board Forum - Module One Assignment
II 02/28 to 03/06	Module Two: Tutorial C Tutorial E Case 6	- Module Two Notes Activity - Module Two Quiz - Module Two Discussion Board Forum - Module Two Assignment
III 03/07 to 03/13	Module Three: Tutorial D Case 8	- Module Three Notes Activity - Module Three Quiz - Module Three Discussion Board Forum - Module Three Assignment
IV 03/21 to 03/27	Module Four: Case 10	- Module Four Notes Activity - Module Four Quiz - Module Four Discussion Board Forum - Module Four Assignment
V 03/28 to 04/01	Module Five: Case 11 Case 12	- Module Five Notes Activity - Module Five Quiz - Module Five Discussion Board Forum - Module Five Assignment