

University of Scranton
BUS 140
Oral & Info Proficiency
Instructor:
Vincent Rocco
Fall 2016

Office: Rm 324 Brennan Hall

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Office Hours: Mon-Friday 1:00 to 2:00pm (Also by appointment)

Class Location: Brennan 102

Class Time Monday/Wednesday/Friday 8:00-8:50am

Course Description: Business Information & Oral Proficiency presents computing as a tool that amplifies intellectual ability. Students learn to make full use of digital technology in the problem solving process to obtain, evaluate, and disseminate information. Laboratory exercises introduce students to the use of relevant software tools and this use is reinforced and broadened through lecture and lab assignments. BUS 140 focuses on business applications and uses. The course also includes a public speaking component that introduces students to the skills and techniques necessary to effectively communicate the results of data analysis and evaluation to an audience.

Course Objectives: In this course students will review the Microsoft Office 2016 suite which includes PowerPoint, Word, Excel and Access. Students will also review and practice public speaking components and techniques. The course will culminate with each student completing a research assignment utilizing the Microsoft Office software to obtain and analyze information and effectively present the results to the class body.

Student Learning Outcomes: At the completion of coursework satisfying Level 1: First-Year Digital Technology (FYDT), the student will be able to:

1. Conduct effective search strategies to gather information suitable to a topic, audience, purpose, context and speaker.
2. Evaluate sources for credibility.
3. Use digital technology to analyze and process data and information.
4. Employ digital technology to deliver results in appropriate forms.

Student Learning Outcomes: At the completion of coursework satisfying Level 1: Oral Communication (FYOC), the student will be able to:

1. Structure and organize information according to purpose, audience and situation.
2. Develop and share ideas in both formal and informal situations using verbal and non-verbal communication
3. Create and maintain a relationship between speaker and audience.
4. Engage in effective listening and self-reflection.

Texts:

1. Microsoft Office 2016 Custom Program for BUS 140
2. Myitlab lab web-site
3. A Speaker's Guidebook: Text and Reference (6th edition)

Class Methodology:**Office 2016**

- Office 2016 classes will be a combination of lecture and lab work.
- Lectures introduce new materials and concepts.
- Each class contains materials that build upon previous ones. Missed classes make it more difficult to keep up.
- Lab exercises will compliment topics discussed in the lecture and assist with the homework assignments.
- Homework assignments will be downloaded into the appropriate folders located in the Desire to Learn course
- There will be a class session dedicated to data research at the Weinberg library.
- No cell phones, or other electronic equipment should be on during class.
- No food or drink in class.
- Myitlab will be used for all training and testing on the Office 2016 material.
- Grades will be posted in Desire to Learn.
- Save the homework assignments until they are graded.

Research

- There will be a class presented by a librarian from the Weinberg Library to review techniques in researching information on their many business related databases.
- Bloomberg Databases in Alperin Financial Center will also be available along with training and certifications.

Public Speaking:

- Classes will review subject materials and contain activities to reinforce the topics.
- Students will be given the opportunity to present class material.
- There will be two graded speech assignments as follows"
 - o Major Speech
 - Topic: Group/Individual Presentation based upon the students major.
 - Information about classes, building, professors, job opportunities etc.
 - If student is undeclared then group will be assigned accordingly.
 - Length: – 4-5 minutes each individual
 - o Informative Speech
 - Topic: A “How-to” speech about a hobby, craft. Etc.
 - Length: 6-8 minutes
 - Research: A minimum of one outside source
 - Outline: Sentence outline to be submitted prior to delivering the speech
- The Capstone Project presentation will culminate the course.
 - o Further Instruction on Capstone speech will be given mid-semester.

Bloomberg Market Concepts Certification

Bloomberg L.P. provides business and financial information, news, and insights through its technology for customers worldwide. Its financial products include Bloomberg Professional service, a platform for financial professionals who need real-time data, news, and analytics to make informed business decisions

The **Bloomberg market Concepts (BMC) certification** is an 8-hour course (self-paced) that blends fundamentals of financial theory with real world events and data through a series of interactive engaging tutorials that tell the story of finance from a practitioner's perspective. This is **not a pass/fail** certification, students are only required to watch videos and answer questions after each video. The Bloomberg terminals are located in the Alperin Finance lab, 1st floor Brennan.

Grade Calculation: The homework problems assigned for each topic must be submitted into the appropriate Desire to Learn folder prior to the next class session. These will be graded and count towards your final grade. There will be exams covering the Microsoft Office material. Students will be graded on two speech assignments. There will also be the Capstone Speech presentation to conclude the class. Attendance and completion of the lab training sessions will be part of your grade. The grade calculation will be approximately as follows: (Note that I reserve the right to change the mix).

Description	Approximate Weighting
Class Attendance/Training	10%
Bloomberg Certification	10%
Homework	20%
Speech Presentations	15%
Examinations	20%
Capstone Project Presentation	25%
Total	100%

Grading Scale:

100-92	A	77-75	C+
91-88	A-	74-71	C
87-85	B+	70-68	C-
84-81	B	67-64	D+
80-78	B-	63-60	D
		Below 60	F

Topics	Weeks you will be working on these topics (approx)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
PPoint	X	X													
Word		X	X												
Excel				X	X										
Access					X	X	X								
Public Speaking							X	X	X	X	X	X	X	X	X

Services for Students offered by the CTLE:

Students with Disabilities

In order to receive appropriate accommodations, **students with disabilities must register with the Center for Teaching and Learning Excellence and provide relevant and current documentation.** Students should contact Mary Ellen Pichiarello (570-941-4039, LSC 580) or Dr. Andrée Catalfamo (570-941-4218, LSC 582E) for an appointment. For more information, please visit <http://www.scranton.edu/disabilities>.

Writing Center Services

The Writing Center focuses on helping students become better writers. Consultants will work one-on-one with students to discuss students' work and provide feedback at any stage of the writing process. Scheduling appointments early in the writing progress is encouraged.

To meet with a writing consultant, call (570) 941-6147 to schedule an appointment, or send an email with your available meeting times, the course for which you need.

Course Outline – Microsoft Office

Item	Topic	Text	Homework Assignment
1	Introduction		
2	PowerPoint 2016 Chap 1	Pages 1 – 68	Page 62 MLE 1
3	PowerPoint 2016 Chap 2	Pages 69-122	Page 115 MLE 1
4	Word 2016 Chap 1	Pages 123-192	Page 186 MLE 1
5	Word 2016 Chap 2	Pages 193-264	Page 258 MLE 1
6	Excel 2016 Chap 1	Pages 265-350	Page 343 MLE 1
7	Excel 2016 Chap 2	Pages 351-398	Page 393 MLE 1
8	Excel 2016 Chap 3	Pages 399-466	Page 460 MLE 2
9	Access 2016 Chap 1	Pages 467-538	Page 533 MLE 3
10	Access 2016 Chap 2	Pages 539-618	Page 611-612 MLE 2

MLE denotes Mid-Level Exercise