

SYLLABUS

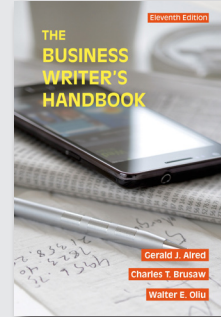
APPLIED BUSINESS TECHNOLOGIES

GEB 4513, Section 1, Tuesday, 9:00 AM - 11:50 AM
UCF BA1, Rm #238



INSTRUCTOR: Christopher Leo
E-MAIL: christopher.leo@ucf.edu
OFFICE: UCF Main CBA, Rm #320
OFFICE HOURS: After class or by appt.

“At this point in history, technology and business are inexorably linked, and those not trained to evaluate and make decisions in this ever-shifting space risk irrelevance, marginalization, and failure.”
- John Gallaugher ”



TOOLS OF THE TRADE

Textbook:
The Integrated Business Writer's Handbook
ISBN: 9781319101381

Canvas Portal:
<https://webcourses.ucf.edu/>

WHAT WE'LL LEARN

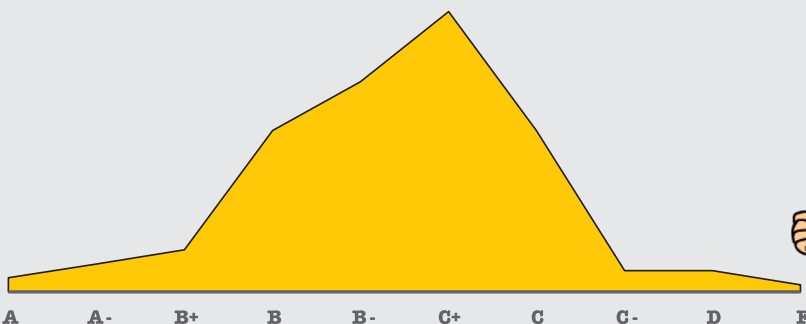
The course will prepare you to recognize, evaluate and integrate business technologies for a small firm to either create value, solve a problem, and/or gain competitive advantage in what has become a tech-driven business environment.

You'll be trained to become technology consultants!



FLIPPED CLASSROOM

HISTORIC GRADE DISTRIBUTION



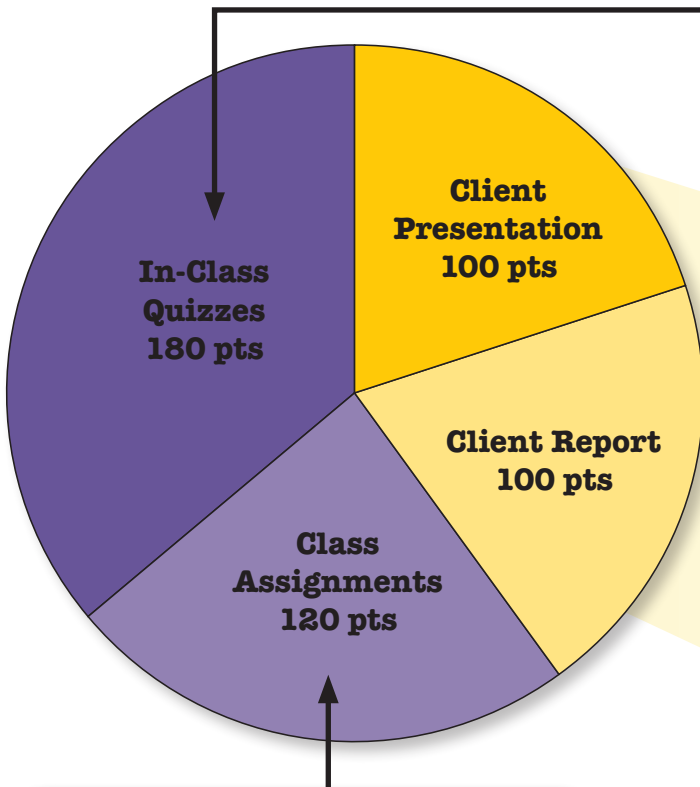
“The first rule of ABT... is that you do not talk about ABT. The second rule of ABT... IS THAT YOU DO NOT TALK ABOUT ABT!”

POLICIES

- **ONLY** one absence is allowed
- **NO** late work will be accepted
- **NO** cheating will be tolerated
- Review the full syllabus for all other policies

GRADING

Your final course grade will consist of a combination of exams, quizzes, assignments, and reports/presentations.



IN-CLASS QUIZZES

- All students will take 9 individual in-class quizzes
- There are no makeups for missed quizzes

YOUR CLIENT PRESENTATION AND CLIENT REPORT ARE 40% OF YOUR GRADE



CLASS ASSIGNMENTS

Class assignments for this course will include:

- Weekly presentations
- Case studies
- Team challenges

ATTENDANCE POLICY

# of Unexcused Absences (Biweekly Class Schedule)	Penalty
1.....	No penalty
2.....	5%
3.....	10%
4.....	15%
5.....	20%
6.....	25%
7.....	30%
8.....	35%
9 or more.....	Failed Course

SIDE NOTE...

Team Peer Evaluation:

Your peers control 20% of your grade



FINAL GRADE DISTRIBUTION

A	465-500
A-	450-464
B+	440-449
B	415-439
B-	400-414
C+	390-399
C	365-389
C-	350-364
D+	340-349
D	315-339
D-	300-314
F	<300

WEEKLY SCHEDULE

This syllabus is subject to change at the discretion of the instructor. It is the student's responsibility to become aware of any announced changes and to note any changes in the syllabus or course calendar.

JAN
9

COURSE STRUCTURE OVERVIEW
What's a flipped classroom?, Canvas Orientation, Review Syllabus & Sample Episode, Form Teams & Team Contract

JAN
16

THE PILOT EPISODE:
NETiquette, Communications & Presentations

JAN
23

EPISODE 1:
Defining Business Technology
(In class Quiz)

JAN
30

EPISODE 2
Researching Technology
(In class Quiz)

FEB
6

EPISODE 3:
POS for SMBs & SimplyAnalytics
(In class Quiz)

FEB
13

EPISODE 4:
Social Networking for Small Business
(In class Quiz)

FEB
20

EPISODE 4.5:
Let's excel using EXCEL
(In class Quiz)

FEB
27

EPISODE 5:
Mobile Tech & Workforce Management
(In class Quiz)

MAR
6

EPISODE 6:
Business Technology & Ethics
(In class Quiz)

MAR
13

SPRING BREAK

MAR
20

EPISODE 7:
E-Commerce Technology
(In class Quiz)

MAR
27

EPISODE 8:
Security for SMBs
(In class Quiz)

APR
3

EPISODE 9:
Emerging and Future Technologies
(In class Quiz)

APR
10

Client Reports Due
Team Presentations Begin

APR
17

Team Presentations Continue

MAY
1

SEASON FINALE:
Final Exam
10:00 AM - 12:50 PM

