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INFO 120-07A Intro to Business Technology

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COURSE SYLLABUS

INFO 120- Intro to Business Technology

Fall 2014

MEETING PLACE: SMH Sunday G28 – 12:00-4:15pm
INSTRUCTOR: Gwen White
E-MAIL whiteg@xavier.edu
COURSE WEB SITE: blackboard.xu.edu
myxu.xu.edu
OFFICE HOURS: By appointment

OFFICE: Online
TELEPHONE: 549-1422

TEXTS Required: Skill for Success with Microsoft Excel 2013 (Custom Program for INFO120) with myitlab.

SKILL SUCC WITH EXCL13 COMP&NEW MIL&ETX VPK
TOWNSEND & HAIN
ISBN-10: 0133897486
ISBN-13: 9780133897487
Publisher: Prentice Hall
Copyright: 2014

DESCRIPTION: An introductory course that introduces Excel spreadsheet applications for business.

WILLIAMS COLLEGE OF BUSINESS MISSION: "We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition."

COURSE OBJECTIVES: Upon completion of this course the student will be able to demonstrate basic skill and proficiency in Excel 2013

CLASS TIME APPROACH

Students will meet in the lab for four 4hr 15min sessions (in face to face mode) to complete individual Excel activities using myitlab. Additional out-of-class time will be required. The amount of time will depend on the level of competency coming into the course. A Computer-based Training (CBT) will be used to allow students to move through the material and projects at their own pace. For the Online mode, students are required to complete the activities within the duration of the course.

CLASS POLICIES

1. Regular attendance at class sessions is expected.
2. Canvas will be the primary conduit for distribution of class materials and general communication. All materials will be delivered electronically or through the CBT tool.
3. All project work MUST be appropriately submitted through Canvas or through the CBT tool.
4. Assignment grades (if applicable) will be available in Canvas.
5. You are expected to check the Canvas site and your Xavier email on a regular basis for announcements and other extended information.

COURSE MATERIALS AND ASSIGNMENTS

The IT Lab Assessment and Training Web site provides a self-paced learning environment used to gain skill proficiencies in Microsoft Office 2013 tools. A textbook with extended case projects will accompany the CBT tool. Your final grade for the Excel will be based on the successful completion of the CBT training sessions along with the satisfactory completion of the associated case projects.

EVALUATION: Grades will be assigned as follows

In order to getting a final passing grade, you must complete **ALL** of the following:

- Excel Using Myitlab (80%)
 - 70% or higher average on all graded components
 - completion of all training/simulation exercises for Excel
- Attendance and Participation (20%)
 - regular attendance at class sessions (maximum of 1 absence) (if applicable)
 - attendance at the final class session for a final review process (if applicable)

ACTIVITIES SCHEDULE (Face to Face Mode)

This schedule should be used as a **GUIDE**. Your course is completed when all assignments and online assessments have been completed.

Expected date of completion	Topic
Sunday September 7	Excel Chapter 1: Creating workbooks with Excel 2013
Sunday September 7	Excel Chapter 2: Insert Summary Functions and Create Charts
Sunday September 14	Excel Chapter 3: Manage Multiple Worksheets
Sunday September 14	Excel Chapter 4: More Functions and Excel Tables
Sunday September 21	Excel Chapter 5: Format Cells and Worksheets
Sunday September 21	Excel Chapter 6: Insert Advanced Functions and Create Scenarios
Sunday September 28	Excel Chapter 7: Work with Data and Audit Formulas
Sunday September 28	Excel Chapter 8: Manage and Present Data Visually

Final Letter Grade Scale

- S - 70-100%
- F – Below 70%