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Management Information Systems Syllabi

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2015

### INFO 120-03A-04A-04B Introduction to Business Technology

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*Xavier University*

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#### Recommended Citation

Okunoye, Adekunle, "INFO 120-03A-04A-04B Introduction to Business Technology" (2015). *Management Information Systems Syllabi*. 252.  
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# COURSE SYLLABUS

## INFO 120- Intro to Business Technology

Spring 2015

**MEETING PLACE:** SMH G21 – 6:00-7:45pm  
**INSTRUCTOR:** Adekunle Okunoye, Ph.D.  
**E-MAIL** [okunoye@xavier.edu](mailto:okunoye@xavier.edu)  
**COURSE WEB** <https://canvas.xavier.edu/>  
**SITE:**

**OFFICE:** Smith 207  
**TELEPHONE:** 745-3052

**OFFICE HOURS:** MW 12 noon – 2:00pm,  
Or by appointment

**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

**STUDENT LEARNING OUTCOME:** The course introduces fundamental concepts of business software using Excel and their basic applications for analysis and reporting

### **CLASS TIME APPROACH**

Students will meet in the lab for seven 1hr 45mins 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

### **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.
6. Enrollment in myitlab shall not be extended beyond the published date.
7. Access to the myitlab shall not be extended beyond the published date.

## COURSE MATERIALS AND ASSIGNMENTS

The IT Lab Assessment and Training Web site provides a self-paced learning environment 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.

**Enrolment in the myitlab access will close on January 18. Any student that failed to enroll within the period will not be able to continue in the course.**

**Scores will be extracted and graded on Sunday *March 22* and access to course's Myitlab page will be finally closed on *March 22*. The instructor will not reopen the access once closed. Please complete all your activities within the scheduled period.**

**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%) (see page 4 for complete list of activities)
  - **70% or higher on each and 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)

You can check the status of your grade in myitlab.

## 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.**

<b>Expected date of completion</b>	<b>Topic</b>
Monday, January 12, 2015	Registration and Introduction Excel Chapter 1: Creating workbooks with Excel 2013
Monday, January 19, 2015	<b>MLK Holiday</b>
Monday, January 26, 2015	Excel Chapter 2: Insert Summary Functions and Create Charts
Monday, February 02, 2015	Excel Chapter 3: Manage Multiple Worksheets
Monday, February 09, 2015	Excel Chapter 4: More Functions and Excel Tables
Monday, February 16, 2015	Excel Chapter 5: Format Cells and Worksheets
Monday, February 23, 2015	Excel Chapter 6: Insert Advanced Functions and Create Scenarios
Monday, March 02, 2015	<b>Spring Break</b>
Monday, March 09, 2015	Excel Chapter 7: Work with Data and Audit Formulas
Monday, March 16, 2015	Excel Chapter 8: Manage and Present Data Visually

## **Final Letter Grade Scale**

**S - 70-100% (in all activities)**

**F – Below 70% (in more than any 2 of the activities)**

**I - Below 70 (in less than any 3 of the activities)**

***Please note that the instructor will not be extracting and reporting your grade on weekly basis since you have access to your grade in myitlab. Detailed instruction on how to check your grade is in a separate document available on Canvas. It is your responsibility to ensure that you complete and pass all the activities as required. The instructor bears no responsibility for your omission or oversight. Do not fail to report any problem associated with technology to the instructor and ensure that it is well documented. Always include your section details in your email correspondence with the instructor (e.g. Info 120-01A).***

***Complete and keep for your record.***

	<b>Activity</b>	<b>Score</b>
1	<b>Excel Chapter 1: Simulation Training</b>	
2	<b>Excel Chapter 1: Simulation Exam (Assessment Scenario)</b>	
3	<b>Excel Chapter 1 Grader* Project [Assessment 1]</b>	
4	<b>Excel Chapter 2: Simulation Training</b>	
5	<b>Excel Chapter 2: Simulation Exam (Assessment Scenario)</b>	
6	<b>Excel Chapter 2 Grader* Project [Assessment 1]</b>	
7	<b>Excel Chapter 3: Simulation Training</b>	
8	<b>Excel Chapter 3: Simulation Exam (Assessment Scenario)</b>	
9	<b>Excel Chapter 3 Grader* Project [Assessment 1]</b>	
10	<b>Excel Chapter 4: Simulation Training</b>	
11	<b>Excel Chapter 4: Simulation Exam (Assessment Scenario)</b>	
12	<b>Excel Chapter 4 Grader* Project [Assessment 1]</b>	
13	<b>Excel Chapter 5 Topic-Based Simulation Training</b>	
14	<b>Excel Chapter 6 Topic-Based Simulation Training</b>	
15	<b>Excel Chapter 7 Topic-Based Simulation Training</b>	
16	<b>Excel Chapter 8 Topic-Based Simulation Training</b>	