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INFO 120-02B-04B-06B-09B-12B Introduction to Business Technology

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INFO 120—01A Intro to Business Technology   **Spring 2015**

MEETING PLACE:	ONLINE ONLY,	**OFFICE:**	Smith 221
	August 24 – October 19		
INSTRUCTOR:	Joel Asay		
E-MAIL	asayj@xavier.edu	**TELEPHONE:**	513-745-2938
COURSE WEB SITE:	https://canvas.xavier.edu/		
	http://www.myitlab.com		
OFFICE HOURS:	MW 12 noon – 2:00PM,		
	Tues 3:00PM – 5:00PM,		
	Or by appointment		

TEXTS

Required: Skills for Success with Office 2013 (Standalone Access Card for MYITLab).
        ISBN: 9780133775044 (Includes eText and MyITLab Access Code)

Optional: Skills for Success with Excel 2013 (Complete Package)
        ISBN: 9780134092379 (Includes eText, paper text, MyITLab Access Code and Office 2013)

--More explanation on textbook options on page 3--

DESCRIPTION: A course that introduces Excel spreadsheet applications for business specific use.

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

Class will not meet face-to-face, but students will complete individual Excel activities using an online software packaged called MyITLab. The amount of time will depend on the level of competency coming into the course. MyITLab will allow students to move through the material and projects at their own pace. You may finish the class material in just a day or two if you so desire. Even though the class will not meet face-to-face, you are always welcome to visit me during office hours. In some cases, you may be able to attend a face-to-face class held on Monday evenings from 6:00PM-7:45PM. If you feel you would be benefited by an in person class, please email me and I will try and arrange for you to attend the lecture.

CLASS POLICIES

1. Canvas and MyITLab will be the primary conduit for distribution of class materials and general communication. All materials will be delivered electronically to students through canvas and MyITLab.
2. All project work MUST be appropriately submitted through MyITLab.
3. Assignment grades can be tracked in MyITLab **and will not be available in Canvas.**
4. You are expected to check the Canvas site and your Xavier email on a regular basis for announcements and other extended information.
5. Enrollment in MyITLab shall not be extended beyond the published date.
6. Access to the MyITLab shall not be extended beyond the published date.
7. You **MUST** purchase access to MyITLab in order to receive a passing grade for this class

COURSE MATERIALS AND ASSIGNMENTS

The MyITLab Assessment and Training Web site provides a self-paced learning environment to gain skill proficiencies in Microsoft Excel 2013 tools. A textbook with extended case projects will accompany MyITLab. Your final grade for the Excel will be based on the successful completion of the MyITLab content, including training sessions, exams and grader assignments. **Enrolment in the MyITLab access will close on September 7. Any student that failed to enroll before this time will not be able to continue in the course.**

Scores will be extracted and graded on Friday, October 22 *and* **access to course's Myitlab page will be finally closed on** Monday, October 25. **The instructor will not reopen 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 (see page 4 for complete list of activities)
    - **70% or higher on each and all graded components** (Chapters 1-4)
    - **Completion of all simulation and training exercises for Excel**
- You can check the status of your grade in MyITLab.

NOTES ABOUT THE TEXT BOOK:

You have several options for purchasing the required text for this course. The only *required* component to completing the course is *purchasing* online access to MyITLab. This can be done in one of several ways:

> **Option 1:** Purchase the access code listed above (Standalone Access Card, ISBN: 9780133775044) When you register for MyITLab it will ask you for this unique access code. **You may also purchase this access card via other sources such as Amazon.** I have seen unused access codes for as little as $30-$60 on other sites, but *please make sure they are unopened and unused!* Also, please confirm the product matches the ISBN.

> **Option 2:** Purchase the access code directly from MyITLab during your registration. If you prefer to not purchase the access code from the Bookstore or another retailer, you may purchase access to

MyITLab directly from their website. Instructions for this option are available on the Student Registration Instructions for MyITLab. **If purchased this way, the course is discounted from the bookstore price of the access card.** You will be presented with two options—buying access with the eText or without the eText. Please purchase *with* the eText if you do not plan on buying a used copy of the text elsewhere.

Option 3: Purchase the access code as a part of a package, either from the bookstore or other source. The bookstore is selling a package with the paper copy of the text book, the eText, Access to MyITLab and a trial of Microsoft Office 2013. Because you have access to Microsoft Office already as a Xavier Student, you are essentially paying extra for a paper copy of the textbook. Used paper copies can be found online for significantly less, but be away *used copies will not include the required online access code.* The paper textbook will be a good resource for your future work in Excel, and *you will lose access to the eText when the course is over.* If you are unsure whether a specific package will work for this course, feel free to email me with the information for it and I will see if it is compatible.

A NOTE ABOUT MyITLab:

MyITLab also offers a 14 day trial period for you to register and access the entire course before paying. In the past, we have had students try and complete the entire course during this 14 day period, never pay for the software but expect a passing grade. *This is unethical and against the policies of this course.* Even if you complete the course during the trial period, your grade is not shown to the professor unless you pay for the software. If you have questions, or experience a problem with this policy, please let the professor know as soon as possible!

ACTIVITIES SCHEDULE (Face to Face Mode)

This schedule should be used as a GUIDE—remember you can complete these at your leisure. The course is completed when all assignments and online assessments have been completed.

Expected date of completion	Topic
Monday, August 24, 2015	Registration and Introduction Excel Chapter 1: Creating workbooks with Excel 2013
Monday, August 31, 2015	Excel Chapter 2: Insert Summary Functions and Create Charts
Monday, September 7, 2015	**Labor Day Holiday, University Closed**
Monday, September 14, 2015	Excel Chapter 3: Manage Multiple Worksheets
Monday, September 21, 2015	Excel Chapter 4: More Functions and Excel Tables Excel Chapter 5: Format Cells and Worksheets
Monday, September 28, 2015	Excel Chapter 5: Format Cells and Worksheets**(Cont.)** Excel Chapter 6: Insert Advanced Functions and Create Scenarios
Monday, October 5, 2015	Excel Chapter 6: Insert Advanced Functions and Create Scenarios **(Cont.)** Excel Chapter 7: Work with Data and Audit Formulas
Monday, October 12, 2015	Excel Chapter 7: Work with Data and Audit Formulas **(Cont.)** 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)

POLICY FOR REPORTING GRADES:

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 120-04B).

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me by sharing their Accommodation Letters with me at the beginning of the semester either during office hours or by appointment. Disability related information is confidential. If you have not previously contacted Disability Services, I encourage you to do so by phone at 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, or via e-mail to Cassandra Jones at jonesc20@xavier.edu, to coordinate reasonable accommodations as soon as possible as accommodations are not retroactive.

It is my goal that this class be an accessible and welcoming experience for all students. If you are a student with a disability who may have trouble participating or effectively demonstrating learning in this course, contact me to arrange an appointment to share your Accommodation Letters from Disability Services and to discuss your needs. Disability related information is confidential. If you have not contacted Disability Services (located in the Learning Assistance Center) to arrange accommodations, I encourage you to do so by contacting Cassandra Jones, by phone at 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, or via e-mail at jonesc20@xavier.edu as soon as possible as accommodations are not retroactive.

Complete and keep for your record.

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