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2016

120-02B-04B-05B Introduction to Business Technology

Joel Asay
Xavier University

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COURSE SYLLABUS

INFO 120—01A Intro to Business Technology   **Spring 2016**

MEETING PLACE:	ONLINE ONLY, Jan 11 – Mar 14	**OFFICE:**	Smith 221
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:	T,TH 2:00PM – 4:00PM W 4:00PM – 6:00PM 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: 9780134468518 (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.

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 February 12. 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 Monday, March 14 at 11:59PM and **access to course's MyITLab page will be finally closed on Friday, March 18 at 11:59PM. The instructor will not reopen access once closed. Please complete all your activities within the scheduled period.** Access to MyITLab is only extended until March 18th for you to view the eText, class resources, etc. You are NOT permitted to complete any assignments past the Monday, March 14 deadline!

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 simulation training activity (Chapters 1-8)**
    - **70% or higher on each simulation exam activity (Chapters 1-4)**
    - **70% or higher on each grader project activity (Chapters 1-4)**
    - 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. While many students do not use the eText, instead preferring to use the simulation walkthroughs, I still recommend you purchase with the eText.

> **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 aware: **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!

Summary of Deadlines:

This schedule includes the only hard deadlines in the course. If you miss any of these, you will fail the course:

Date	Deadline
Friday, February 12, 2016	Complete MyITLab registration, and all material in Chapters 1 and 2. This includes the simulation training, exam and grader project! **(REQUIRED!)**
Monday, March 14, 2016	Complete the rest of material for chapters 3-8. Note that chapters 5-8 only have a simulation training and no exam or grader assignments! **(REQUIRED!)**
Friday, March 18, 2016	Download any materials (assignments, PPTs, Videos, etc.) from the MyITLab website before you lose access! This is only If you want some of the materials in the future! **(OPTIONAL)**

Final Letter Grade Scale

S – 70 -100% (in all activities)

I – Below 70% (in 1-2 activities only)

U – Below 70% (in 2 or more 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. This is a list of all assignments that must be completed!

	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	