2017

INFO 120-0S1 Introduction to Business Technology

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Xavier University

COURSE SYLLABUS

INFO 120-0S1 - Intro to Business Technology   Summer 2017

MEETING PLACE: Online   OFFICE: Online and Smith 207
INSTRUCTOR: Adekunle Okunoye
TELEPHONE: 745-2943
COURSE WEB SITE: Canvas.xavier.edu
OFFICE HOURS: Online – email me
Course Dates: May 8 – May 19, 2017

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

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)

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 participate online to complete individual Excel activities using myitlab. The amount of time will depend on the level of competency coming into the course. A Computer-based Training (CBT) will 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 logins in the online 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/MyITLab 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. **If you CHEAT (that means turn in someone else's work – you will fail the class (don't try me on this)!) Also per university policy you can be expelled. It has happened before – don't let it happen to you!**
7.   **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!

Disability Services:
    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,

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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."

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. You 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. When on campus computers use the **virtualpc.xavier.edu** shell with the OnlineXtra so you can access myitlab projects.

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.

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 (100%)
    - 70% or higher average on all graded components
    - completion of all training/simulation exercises for Excel

S – 70 -100% (in all activities)
I – Below 70% (in 1-2 activities)
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.

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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

Friday May 12	Excel Chapter 1: Creating workbooks with Excel 2013
	• Activities
	    o Simulation Activities
	    o Grader Activities
	(you must complete all parts and receive a minimum grade of 70%)

Friday May 12	Excel Chapter 2: Insert Summary Functions and Create Charts
	• Activities
	    o Simulation Activities
	    o Grader Activities – Grader Project
	(you must complete all parts and receive a minimum grade of 70%)

Friday May 12	Excel Chapter 3: Manage Multiple Worksheets
	• Activities
	    o Simulation Activities
	    o Grader Activities – Grader Project
	(you must complete all parts and receive a minimum grade of 70%)

Friday May 12	Excel Chapter 4: More Functions and Excel Tables

	• Activities
	     ○ Simulation Activities
	     ○ Grader Activities – Grader Project
	(you must complete all parts and receive a minimum grade of 70%)

Friday May 19	Excel Chapter 5: Format Cells and Worksheets • Activities • Simulation Activities • (no grader project) ***(you must complete all parts and receive a minimum grade of 70%)***
Friday May 19	Excel Chapter 6: Insert Advanced Functions and Create Scenarios • Activities • Simulation Activities • (no grader project) ***(you must complete all parts and receive a minimum grade of 70%)***
Friday May 19	Excel Chapter 7: Work with Data and Audit Formulas • Activities • Simulation Activities • (no grader project) ***(you must complete all parts and receive a minimum grade of 70%)***
Friday May 19	Excel Chapter 8: Manage and Present Data Visually • Activities • Simulation Activities • (no grader project) ***(you must complete all parts and receive a minimum grade of 70%)***

Learning Goals – Williams College of Business
Undergraduate Program
Critical Thinking

Learning Goal: WCB graduates will be able to think logically, reason quantitatively, and utilize appropriate analytical techniques and technology when evaluating and making decisions.
Corresponding Objectives:
- (1) WCB students will collect, evaluate and synthesize information to offer solutions and support decision making.
- (2) WCB students will evaluate and articulate implications of business decisions and their impact on organizational stakeholders, both individually and in teams.

- **Ethics and Social Responsibility**
Learning Goal: WCB graduates will be able to recognize ethical issues, discern moral implications of decision making, and be prepared, and willing, to serve as responsible and professional members of society.
Corresponding Objectives:
- (1) WCB students will recognize ethical issues and their implications on personal and business decisions.
- (2) WCB students will demonstrate the skills necessary to analyze information and make informed, ethical decisions in complex, conflicting or ambiguous environments or situations.

- **Effective Written and Oral Communication**
Learning Goal: WCB graduates will be able to organize, support and communicate ideas clearly and effectively, employ multiple mediums of communication (e.g., written, oral and visual), and adapt communication to audience, context or purpose.
Corresponding Objectives:

- (1) WCB students will produce business documents and reports demonstrating their ability to organize and communicate ideas clearly and professionally.
- (2) WCB students will make effective presentations, accompanied by the appropriate technology, demonstrating their ability to organize and communicate ideas clearly and professionally, both individually and in teams.

- **Global Perspective and Cultural Diversity**
  Learning Goal: WCB graduates will appreciate the historical and cultural contexts of the world in which they live, demonstrate the competencies required for engaging in global business activities, and respect and value diverse peoples and perspectives.
  Corresponding Objectives:
  - (1) WCB students will identify and contrast key attributes of countries' business environments.
  - (2) WCB students will evaluate and integrate global economic, political, technological, environmental and societal issues into their decision making.
  - (3) WCB students will integrate the concepts of respect, inclusiveness and valuing all persons into their decision making.

- **Understanding and Application of Knowledge Across Business Disciplines**
  Learning Goal: WCB graduates will be able to evaluate business from an integrative and holistic point of view, leverage the synergies between functional business areas, and demonstrate college-level mastery of their chosen discipline.
  Corresponding Objectives:
  - (1) WCB students will demonstrate the appropriate knowledge of accounting, economics, finance, management, management information systems, marketing, quantitative business analytics, international issues, and the legal and social environment of business.
  - (2) WCB students will evaluate business problems from an integrative point of view, including diverse business functions, competition and external environment (social, political, economic, and environmental.)
  - (3) WCB students will demonstrate college-level mastery of the body of knowledge and skills relative to their major. (To be determined at the departmental level.)

- **Personal and Professional Development**
  Learning Goal: WCB graduates will be well-prepared for their future careers and appreciate the importance of continuous professional development and life-long learning.
  Corresponding Objective:
  - WCB students will articulate career goals, prepare a professional resume, demonstrate behavior-based interviewing techniques and develop a professional network.