

Fall 2019

Instructor:

Dr. Jennifer Fleury

Email:

Jennifer.Fleury@nichols.edu

E-mail is the best way to reach me

Phone Number:

(508) 213-2256

Office (Davis 2) Hours:

- Monday, Tuesday, Wednesday, and Friday from 9:30-10:15AM
- Also available by appointment



Nichols College

Learn. Lead. Succeed.

Required Textbook

MyITLab with Pearson eText -- Access Card -- for *Your Office 2016 with Technology In Action*, 13th Edition

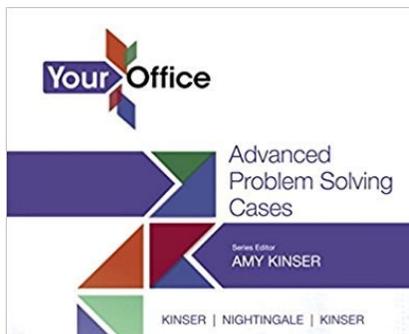
Alan Evans, Kendall Martin, Mary Anne Poatsy, Montgomery County Community College, ©2016

Format:

Access Card Package
ISBN-9780134455624

MyITLab Course ID:

Check Canvas for COURSE ID



ITM-202-01 Advanced Excel

9/3/19-12/17/19

Tuesday/Friday, 10:50AM-12:05PM

Room: Davis 109

Course Description:

Prerequisite: ITM 123, FIN 303

ITM 202 prepares students to analyze data and solve real-life business problems, using spreadsheets, databases, and other technology tools. This course introduces students to the problem solving, decision-making, and presentation skills they will need to be successful both at the College and in a business environment. Using intermediate/advanced functions in Excel and beginner/intermediate functions in Microsoft Access, students will complete exercises and case studies to solve problems in a variety of business disciplines that include accounting, finance, marketing, management, and information systems.

Nichols College Educational Goals

- I. Communication
- II. Critical Thinking & Quantitative Analysis
- III. Ethics & Personal Accountability
- IV. Civic & Social Engagement
- V. Leadership and Teamwork

ITM Program Goals

- I. Communicate technology concepts effectively, accounting for the medium of communication as well as the intended audience.
- II. Identify modern technology and how it can be leveraged to a business' benefit.
- III. Recognize the ethical implications of technology, particularly with regards to privacy and security.
- IV. Demonstrate an understanding of technology's local and global ramifications.
- V. Anticipate and actively explore innovative solutions to technological and organizational challenges.



Course Goals

Outcomes	Assessment Method	Nichols College & ITM Goals Met
Students should be able to apply fundamental spreadsheet skills and tools in problem solving including solving problems with analysis tools, performing what-if analysis with data tables and scenarios, and enhancing decision making with goal seek and solver.	Case studies, quizzes, and class assignments will assess.	NC II ITM I, II, III
Students should be able to understand introductory relational database concepts including database terminology and build tables, queries, forms, and reports.	Case studies, quizzes, and class assignments will assess.	NC II ITM I, II, III
Students will be able to effectively display data visually with charts and summarizing data tables	Class assignments, quizzes, and presentations will assess.	NC I, II ITM I, II
Students will utilize presentation tools to present and share information and logic in decision-making.	Presentations will assess.	NC I, II, III, V ITM I, II, IV

LATE WORK and MAKE UP WORK

Assignments are due BEFORE CLASS on day scheduled/determined.

Unless you have an excused absence, MAKE UP WORK is not allowed.

LATE ASSIGNMENTS will lose 10% of the total score possible for each day late. In other words, submitting assignments late will have a detrimental impact on your grade.

If you are using one of your allowed absences, that work MUST still be submitted in Canvas/MYITLAB before it is due.

If there is a life-altering event in your life, please see me so we may arrange for a more suitable timetable for you. If you do not communicate with me, it will be assumed that the work is late and it will not be accepted.



ATTENDANCE POLICY

To be successful in this course, the student must maintain good attendance. Attendance will be taken at the beginning of class. If you are late, you must let me know at the end of class so I don't mark you absent.

Arriving late (or leaving early) twice will count as one absence. Extra points may be added to your final grade for attendance as follows:

0 absences	3 points added to final grade
1 absence	2 points added to the final grade
2 absences	1 point added to the final grade
3 absences	0 points added to your final grade
4 absences	1 point deducted from the final grade
5 absences	2 points deducted from final grade
6 absences	3 points deducted from final grade
ETC.	



Please note the link to Nichols' College Absence Policy below.

<https://www.nichols.edu/files/Nichol-College-Undergraduate-Catalog-2019-2020.pdf>

Please make note of policy regarding absence documentation that states that "Nichols College Health Service does not provide documentation for excused absences unless the student is required to leave campus or is quarantined to his/her room."

This policy is consistent with our goal of supporting dialogue between faculty and students. If you know you will be absent, please be courteous and let me know as soon as possible! If you are not in class and I do not hear from you, I do worry! Also, communicating with a "boss" is good practice for real life. And, it is the polite thing to do.

Exceptions to this policy may be granted for extreme documented circumstances.

Course Grading

In-Class Assignments	20%
Assessments/Outside of Class Assignments	30%
Quizzes	10%
Cases	40%

*All cases will include a presentation component via a screencast. Details will be given in class.

Grading Scale

A	93 - 100 %
A-	90 - 92.99 %
B+	87 - 89.99 %
B	83 - 86.99 %
B-	80 - 82.99 %
C+	77 - 79.99 %
C	73 - 76.99 %
C-	70 - 72.99 %
D+	67 - 69.99 %
D	63 - 66.99 %
D-	60 - 62.99%
F	59.99% and below



Office[®] Microsoft[®]

Credit Hour Policy

A 3-credit course requires 37.5 contact hours, which does not include time spent on homework assignments or studying. A 4-credit course requires 50 contact hours. A traditional full-semester course fulfills this requirement by meeting in class for 2.5 – 3.5 hours per week. Students should expect to dedicate an additional 6 hours per week to homework and studying for a 15-week course.

Policy can be found on page 46 at <https://www.nichols.edu/files/Nichol-College-Undergraduate-Catalog-2019-2020.pdf>

Week	Topics Covered	Important Dates
9/2	Introduction to the Course Excel Lessons: Chapter 2	Add/drop ends 9/6
9/9	Excel Lessons: Chapters 2 & 3	
9/16	Excel Lessons: Chapters 4 & 5	
9/23	Excel Lessons: Chapters 6	
9/30	Excel, Case 1	
10/7	Excel Case 1 Excel Lessons: Chapter 9	
10/14	Excel Lessons: Chapter 10	10/14, Columbus Day: No Classes Mid-Semester Grades: Due 10/18
10/21	Excel, Case 2	
10/28	Excel Lessons: Chapter 11 Excel, Case 3	
11/4	Excel, Case 3	
11/11	Excel, Case 4	Last day to Withdraw: 11/12
11/18	Access Lessons: Chapter 1 & 2	
11/25	Access Lessons: Chapter 3	11/27-12/1, Thanksgiving Break, No Classes
12/2	Access Lessons: Chapter 4 Integrated Case	
12/9	Integrated Case Access/Excel Assessments	
12/16	Access/Excel Assessments	Classes End: 12/18

***The course outline will be covered on a best effort basis,
subject as always to time limitations or other unforeseen events that occur as the course progresses.
If changes occur, they will be posted on Canvas.
I hope we will enjoy the course! Good Luck!!!***

COLLEGE POLICIES



ABSENCES

Student absences do not reduce or eliminate course requirements or outcomes.

Documentation absences may only be excused by a student's individual faculty member who reserves the right – as appropriate – to require timely, written verification of the basis for the

student's absence from class in a form acceptable to the faculty member.

Policy continued on page 41 at <https://www.nichols.edu/files/Nichol-College-Undergraduate-Catalog-2019-2020.pdf>

CLASSROOM CONDUCT AND ACADEMIC EXPECTATIONS

Because all students and faculty at Nichols College are entitled to a positive and constructive teaching and learning environment, Nichols College classroom participants are prohibited from engaging in behavior or activity that causes the disruption of teaching, learning, research or other academic activities necessary for the fulfillment of the college mission. It is expected that students and instructors will:

- Respect the views and opinions of the instructor and fellow students, and engage in a constructive, respectful, and professional manner.
- Participate in a learning environment free from interference, discrimination, intimidation, sexual harassment, stalking, or disparagement in the classroom.
- Respect the professional authority of the faculty, including maintaining an environment free from bullying, harassment, or coercion related to grading and institutional policies.

Violations will be reported to the office of academic affairs.

Policy can be found on page 43 at <https://www.nichols.edu/files/Nichol-College-Undergraduate-Catalog-2019-2020.pdf>

NICHOLS COLLEGE ACADEMIC HONESTY POLICY

Enrollment in an academic course at Nichols College obligates the student to follow the College's academic Honesty Policy, the violation of which can lead to serious disciplinary action. The policy may be stated simply as follows: the College expects all academic work submitted by a student (papers, exams, projects, computer programs, etc.) to be the student's own. Plagiarism (as defined below), cheating during examinations, and assisting others in the acts of plagiarism or cheating, are expressly prohibited by the policy. In sum, a student's academic performance must be an honest representation of the student's ability

Policy continued on page 47 at <https://www.nichols.edu/files/Nichol-College-Undergraduate-Catalog-2019-2020.pdf>

LEARNING ACCOMMODATIONS AND SUPPORT SERVICES

Learning Services supports any student with a documented learning difference and strives to help students realize their full learning potential. Success is met through specialized coaching and classroom accommodations depending upon the individual student's needs. Students that wish to take advantage of class-room accommodations should submit their official documentation current within three years of acceptance to Nichols College. It is also strongly encouraged that students schedule a visit to meet with the assistant Dean for learning Services to discuss their academic needs.

Policy can be found on page 34 at <https://www.nichols.edu/files/Nichol-College-Undergraduate-Catalog-2019-2020.pdf>