

Fall 2019

Instructor:

Dr. Jennifer Fleury

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E-mail is the best way to reach me

Phone Number:

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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

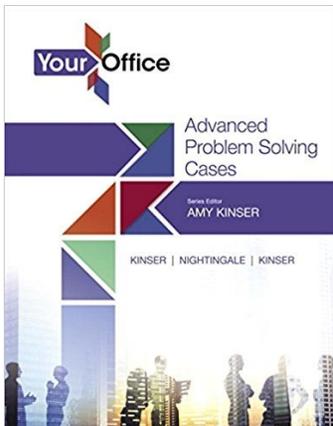
MyITLab with Pearson eText --
Access Card -- for *Your Office
2016 with Technology In Action*,
13th Edition

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

Format:

Access Card Package
ISBN-9780134455624

MyITLab Course ID: Check
Canvas for the Course ID



ITM-202-01 (ONLINE) Advanced Excel

9/2/19-10/18/19

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 on day/time listed on Canvas/MYITLAB.

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 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.



Course Grading

Assignments	50%
Assessments	10%
Cases	40%

*All cases will include a presentation component via a screencast. Details will be given on Canvas.

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



ITM 202 Calendar

Week	Topics Covered	Important Dates
9/2	Excel, Chapters 2, 3, & 4	Please see Canvas.
9/9	Excel, Chapters 5 & 6	
9/16	Excel, Chapters 10 & 11	
9/23	Access Chapter 1 Excel Case 1	
9/30	Access Chapter 2 Excel Case 2	
10/7	Access, Chapters 3 & 4	
10/14	Integrated Case 1 Microsoft Practice Exams (Assessments)	Last Class, 10/12

***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

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.

**Because this is an online, 7 week course, the workload for this course is greater than that of a traditional 15 week semester long course.

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

COLLEGE POLICIES CONT.

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>