

COURSE # IM 2010

Business Computer Proficiency

*Spring 2018*

**Instructor**

**Instructor:**

**Phone:**

**Email:**

**Office Hours:**

**Course**

## Course Description

***This is a Concurrent Enrollment Course, offering both high school credit through \_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School and college credit through Utah Valley University. Credit from this course is transferable to all colleges and universities. Contact the receiving institution for how the credits will be applied.***

Requires students to become proficient in using spreadsheet and database software programs for business and personal use. Students learn to organize, calculate, and evaluate quantitative data, important skills needed today for personal and managerial decision making. Spreadsheet module includes spreadsheet design, charts, list manipulation, and a variety of basic, financial, statistical, and lookup functions. Database module includes database tables, forms, report generation, and queries. Course uses Microsoft Excel 2016 and Microsoft Access 2016.

**Catalog Description**

Encompasses two software applications, Microsoft Excel and Microsoft Access, from a business perspective. Covers intermediate level problem solving and production skills. Uses business applications in case study settings to solve problems and accomplish tasks. In company with IM 1010, meets/exceeds the Board of Regent's Business Core Advisory Committee's requirement and the Business Computer Proficiency required by the Woodbury School of Business. May be delivered online.

**Course Prerequisites**

This class is available to all high school students in good academic standing. High school prerequisites apply.

## Course Objectives or Learning Outcomes

Upon successful completion you should be able to analyze information, solve problems, and communicate information using common office software. Included:

**Spreadsheet Skills**

* Create, format, save, and print a spreadsheet.
* Name ranges and use named ranges in formulas.
* Create absolute, relative, and mixed cell addresses.
* Create formulas and functions including financial functions (NPV, PMT, FV, PV, RATE); database functions (Vlookup, Today); conditional functions (IF); and statistical functions (AVERAGE, MAX, MIN, COUNT).
* Embed and link content.
* Sort, filter, and subtotal data.
* Create, modify, and format graphs.
* Apply conditional formatting.
* Print meeting defined criteria.
* Manage time effectively in order to complete tasks on time.
* Complete basic Pivot Tables
* Create One and Two-Variable Data Tables
* Use ExcelGoal Seek and Scenario Manager
* Use Solver

**Database Skills**

* Create and manage a database.
* Practice good database file management.
* Create tables, forms, queries, and reports in datasheet view, design view, and using wizards.
* Set field types and properties.
* Sort, find, and filter records.
* Define relationships.
* Create complex queries using criteria.
* Create a calculated field in a query.
* Add Aggregate functions to datasheets and queries.
* Import and export database data.
* Manage time effectively in order to complete tasks on time.

**Required Text and Materials**

You have paid a fee for this course that provides you with the MyITLab Course Management software and an e-copy of the following textbook:

* *Exploring Microsoft Office Excel 2016 Comprehensive* by Mary Anne Poatsy, Keith Mulbery, Jason Davidson, and Robert Grauer. ©2017, published by Pearson. ISBN 0-13-447944-0

*You obtain access to this software and text through Canvas. Your instructor will provide you with an Access Code to be used when you register for the MyITLab software. Be sure to register for the software during the first THREE WEEKS of the course so the access code still works. You should, however, register the first day of class so you don’t fall behind in your learning and assignments.*

You must have access to Microsoft (Windows) Excel and Access software. This software is not provided as part of this course. As a UVU student, however, you may download the Microsoft Office 365 software through the school at no charge. This is Windows-based software and will not work on a Mac. There is NO Access software for a Mac.

You need a storage device or storage system to saving files (any of the following: cloud storage, flash or USB drive, etc.)

**Department Policies**

**Assessment**

# ATTENDANCE

* Regular attendance will maximize your retention of course skills for your personal and professional future.

# CLASSROOM RULES OF CONDUCT

* Be respectful of your instructor and at all times.
* Allow a minimum of 24 hours for instructor response to e-mail during the business week. Your instructor will respond to questions submitted during the weekend at the beginning of the next business day.

# UVU and CLASS POLICIES

**Course Withdrawal –** The last day to drop a full-semester class, receive a 100% refund, and have the class not to show up on your transcript is January 22.

If you drop a class between January 23 and February 20, the class with a W grade will show up on your transcript. February 20 is the LAST day to drop the class.

If you want to drop a full-semester class after February 20, you must complete a Withdrawal Exception Form. However, documented extenuating circumstances must exist in order for the department chair to consider such request. Extenuating circumstances include incapacitating illness that prevents a student from attending classes, a death in the immediate family, change in work schedule as required by the employer, or other emergencies. Withdrawals are not approved due to academic difficulty. The department chair rejects about 50% of the withdrawal requests due to lack of acceptable documentation, attempting to avoid a failing grade, and/or submitting the form at the end of the semester.

**Grading Scale**

Grades for this class are based on your combined performance on assignments and exams. School of Business students need an overall average of 80% (B-) to graduate.

The final weighted grade is based on:

Simulations 15%

Grader Assignments 55%  
Exams 30%

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| **Percentage of Possible Points** | **Grade** | **Percentage of Possible Points** | **Grade** |
| 94-100% | A | 74-76% | C |
| 90-93% | A- | 70-73% | C- |
| 87-89% | B+ | 67-69% | D+ |
| 84-86% | B | 64-66% | D |
| 80-83% | B- | 60-63% | D- |
| 77-79% | C+ | Below 60% | F |

**Grades and Credit**

Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect college acceptance and scholarship eligibility.

Grades are determined by instructors, based upon measures determined by the instructor and department and may include: evaluation of responses, written exercises and examinations, performance exercises and examinations, classroom/laboratory contributions, mastery of pertinent skills, etc. The letter grade “A” is an exceptional grade indicating superior achievement; “B” is a grade indicating commendable mastery; “C” indicates satisfactory mastery and is considered an average grade; “D” indicates substandard progress and insufficient evidence of ability to succeed in sequential courses; “E” (failing) indicates inadequate mastery of pertinent skills or repeated absences from class; “UW” indicates unofficial withdrawal from class.

**University Policies**

**Academic Integrity**

Utah Valley University expects all students to maintain integrity and high standards of individual honesty in academic work, to obey the law, and to show respect for others. Students of this class are expected to support an environment of academic integrity, have the right to such an environment, and should avoid all aspects of academic dishonesty. Examples of academic dishonesty include plagiarizing, faking of data, sharing information during an exam, discussing an exam with another student who has not taken the exam, consulting reference material during an exam, submitting a written assignment which was authored by someone other than you, and/or cheating in any form.

In keeping with UVU policy, evidence of academic dishonesty may result in a failing grade in the course and disciplinary review by the college.  Any student caught cheating will receive, at minimum, zero points on that particular assignment for the first offense.  A second offense can result in failing the course and will entail being reported to Student Advising.  Academic dishonesty includes, in part, using materials obtained from another student, published literature, and the Internet without proper acknowledgment of the source.   Additional information on this topic is published in the student handbook and is available on the UVU website.

### **Student Code of Conduct**

All UVU students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning. All students are expected to **obey the law**, to **perform contracted obligations**, to **maintain absolute integrity and high standards** of individual honesty in academic work, and to observe a **high standard of conduct for the academic environment**.

The Student Rights and Responsibilities Code, or Code of Conduct, outlines for students what they can expect from the University and what the University expects of them.

Students should review their Rights and Responsibilities. The Code of Conduct also outlines the process for academic appeals, and appeals related to misconduct and sanctions. It can be found at <http://www.uvu.edu/studentconduct/students/>

**Student Responsibilities**

You are expected to take an active role in the learning process by meeting course requirements as specified in written syllabi. Faculty members have the right to establish classroom standards of behavior and attendance requirements. You are expected to meet these requirements and make contact with faculty members when unable to do so.

**Withdrawal Policy**

If you do not wish to take this course or find that you are unable to continue, you should officially withdraw by the deadline stated in the current semester UVU Student Timetable.

You can officially withdraw from a course by dropping it through the online registration system or the campus One Stop desk (BA 106) by the listed date. If you officially withdraw from a course by the "Last Day to Drop and Not Show on Transcript," the course will not appear on your academic transcripts. If you officially withdraw from a course by the "Last Day to Withdraw," a "W" will appear on your transcripts. Although your GPA will not be affected — a "W" will indicate that you chose to withdraw. If you fail to complete the course and do not drop it before the "Last Day to Withdraw," a "UW" or "E" (a failing grade) will appear on your transcripts.

Withdrawing from a course may impact your financial aid status. For more information, see: UVU Financial Aid.

**Cheating and Plagiarism Policy Procedures**

This document was taken from the Utah Valley University Policy 541, The Student Rights and Responsibilities Code

5.4.4 Each student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism as defined hereafter:

1) Cheating is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying another's academic work.

2) Plagiarism is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.

3) Fabrication is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:

a) Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.

b) Listing sources in a bibliography not used in the academic exercise.

c) Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

d) Submitting as your own any academic exercise (written work, printing, sculpture, etc.) prepared totally or in part by another.

### **Students with Disabilities**

**Students who need accommodations because of a disability** may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747. Deaf/Hard of Hearing individuals, email [nicole.hemmingsen@uvu.edu](https://owa.uvu.edu/owa/redir.aspx?C=r3xUa4y2bkalWljgIj1VXM3KzYlusNIIESMqIpkF5USfG-H3cUMstYl8DNScKc_quB49PvOQ-l0.&URL=mailto%3anicole.hemmingsen%40uvu.edu) or text 385-208-2677.

**Religious Accommodations**

At the beginning of each semester, you shall promptly review the course syllabus and class schedule and notify faculty to request an accommodation for sincerely held religious beliefs and practices using the *Religious Accommodation Request Form*.

**Dangerous Behavior**

The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Rights and Responsibilities Code*.

**Discriminatory, Exclusionary, or Disruptive Behavior**

Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in UVU Policy 541 *Student Rights and Responsibilities Code.* 5.6

**Attendance**

Attendance in this class is not mandatory due to the different learning preferences with each student. However, class will be held according to the schedule on the top of this syllabus. Chapters will be covered in class as listed in the semester schedule below. Class will consist of chapter reviews, discussion and group activities.

**Policies/References**

1. Policy 541: Student Rights and Responsibilities Code <https://www.uvu.edu/catalog/current/policies-requirements/student-rights-and-responsibilities.html>
2. Policy 601: Classroom Instruction and Management. <https://policy.uvu.edu/getDisplayFile/5750ed2697e4c89872d95664>
3. Policy 635: Faculty Rights and Professional Responsibilities. <https://policy.uvu.edu/getDisplayFile/563a40bc65db23201153c27d>

**Definitions**

* 1. Syllabus: An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

### **Dropping the Class**

### \_\_\_\_\_\_\_\_\_ is the last day to drop the course without it showing on your transcript.

\_\_\_\_\_\_\_\_\_ is the last day to withdraw from the class.   
If you drop the high school class, you must also withdraw from the UVU class to avoid receiving a failing grade.

Due dates and this syllabus may change at the instructor’s discretion due to the needs of the class members.

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 1  Jan 8 - 14 | Introduction to Course  Excel Chapter 1 | Student Orientation Video Activities:   * Getting Started with MyITLab * Assignment Calendar * Course Materials * Simulation Activities * Grader Activities   Excel Chapter 1 Simulation Training  Excel Chapter 1 Grader Project [Homework 1]  Excel Chapter 1 Grader Project [Assessment 1] |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 2  Jan 15 – 21  (No school on Jan 15--Martin Luther King Jr. Day Holiday) | Excel Chapter 2 | Excel Chapter 2 Simulation Training  Excel Chapter 2 Grader Project [Homework 1]  Excel Chapter 2 Grader Project [Assessment 1] |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 3  Jan 22 - 28 | Excel Chapter 2 continued | Excel Chapter 2 continued |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 4  Jan 29 – Feb 4 | Excel Chapter 3 | Excel Chapter 3 Simulation Training  Excel Chapter 3 Grader Project [Homework 1]  Excel Chapter 3 Grader Project [Assessment 1] |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 5  Feb 5 - 11 | Review for exam  Chapters 1-3 | **Excel Exam #1**  **Chapters 1-3** |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 6  Feb 12 - 18 | Excel Chapter 4 | Excel Chapter 4 Simulation Training  Excel Chapter 4 Grader Project [Homework 1]  Excel Chapter 4 Grader Project [Assessment 1] |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 7  Feb 19 - 25  (No school on Feb 19--Washington and Lincoln Day Holiday | Excel Chapter 5 | Excel Chapter 5 Simulation Training  Excel Chapter 5 Grader Project [Homework 1]  Excel Chapter 5 Grader Project [Assessment 1] |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 8  Feb 26 – Mar 4 | Excel Chapter 5 | Excel Chapter 5 Continued |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 9  March 5 - 11 | Excel Chapter 6 | Excel Chapter 6 Simulation Training  Excel Chapter 6 Grader Project [Homework 1]  Excel Chapter 6 Grader Project [Assessment 1] |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 10  Mar 12 - 18 | Review for exam  Chapters 4-6 | **Excel Exam #2, Chapters 4-6** |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 11  Mar 19 – 25 | (No school—Spring Break Holiday) | |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 12  Mar 26 – Apr 1 | Access Chapter 1 | Access Chapter 1 Simulation Training  Access Chapter 1 Grader Project [Homework 1]  Access Chapter 1 Grader Project [Assessment 1] |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 13  Apr 2 - 8 | Access Chapter 2 | Access Chapter 2 Simulation Training  Access Chapter 2 Grader Project [Homework 1]  Access Chapter 2 Grader Project [Assessment 1] |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 14  Apr 9 - 15 | Access Chapter 3 | Access Chapter 3 Simulation Training  Access Chapter 3 Grader Project [Homework 1]  Access Chapter 3 Grader Project [Assessment 1] |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 15  Apr 16 - 22 | Access Chapter 4 | Access Chapter 4 Simulation Training  Access Chapter 4 Grader Project [Homework 1]  Access Chapter 4 Grader Project [Assessment 1] |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 16  Apr 23 - 26  (Friday, Apr 27 Reading Day) | Access Make-up and Review |  |

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| **Week** | **Preparation/ Lecture** | **Graded Work** |
| 17  Apr 27 – May 3 | **Access Exam #3, Chapters 1 – 4, given during scheduled final exam time. Check for your classes final exam time:**  <https://www.uvu.edu/asc/exam_schedule.html> | |