



IS141 Applied Computer Technology for Business

Instructor: Mark Long

Section: HO **Session:** SP **Year:** 2019

Mission Statement

Park University transforms lives through accessible, student-centered, quality higher education.

Vision Statement

Park University will meet learners' needs for a lifetime.

Course Title

Applied Computer Technology for Business

Bookstore

Textbooks can be purchased through the official bookstore of accelerated classes, MBS bookstore

Textbooks may also be available through the Parkville Bookstore. You can check book availability by calling (816) 584-6747

Semester	SP 2019 HO
Semester Dates	Jan 14, 2019 to May 12, 2019
Drop Date	Jan 21, 2019
Withdrawal Date	May 12, 2019
<i>see catalog for current policy</i>	
Class Days	-M-W-F-
Class Time	1000 to 1050

Classroom Location

to be determind check emails and annoucements week before class for class location

Credit Hours

3

Course Description

IS141 Applied Computer Technology for Business: This course utilizes Microsoft Excel and Access as business decision making tools. By utilizing various functionalities provided by the tools, students will learn how to create spreadsheets and databases to facilitate data anaylsis for making rational business decisions. In particular, the spreadsheet skills include working with formulas and functions, creating worksheets with charts and graphs, and analyzing data using various tools. The database skills include creating and maintaining databases, making database queries, and generating forms and reports. 3:0:3

Faculty Name

Mark Long

Email

Mark.Long02@park.edu

Faculty Title

Lecturer

Earned Degrees/Certification

Bachelor of Science in business administration with a functional major in data processing

Masters of Teaching with emphasis in Technology.

30 plus years teaching experience in CIS, with last 12 years focusing on webdesign/develop

Office Information

Day	Time
Monday, Wednesday and Friday	7:00 am – 9:00am
	11:00 am - Noon Not on Fridays
Tuesday and Thursday	NOT ON CAMPUS

Textbooks

Title: Exploring: Microsoft Excel 2016, Comp. - With Access (PKG)

ISBN-13: 9781323828304

Authors: Poatsy, Mary Anne; Mulbery, Keith; Davidson, Jason; Grauer, Robert T.

Edition: 2016

Publisher: Pearson

Published: 2016

Adoption: Required

The book package contains: MyITLab access code, and free eBooks including (a) Exploring Microsoft Excel 2016 – Comprehensive; (b) Exploring Microsoft Office Access 2016 Comprehensive Custom Edition for Park University

Additional Resources Online

Online Classroom Technical Support- For technical assistance with the Online classroom, refer to the Canvas Guides found here. OR click on the help link on the Canvas login page or in the classroom. You call the Canvas helpdesk at 844-470-5727. To see the browser requirements for Online courses, click here.

FAQ's for Online Students – You can find most answers to your questions here. If you cannot remember your Park University ID number or have forgotten your password, please visit <https://accounts.park.edu>. If you continue to have problems, please call Enrollment Services at 1-877-505-1059 or the IT Help Desk at 1-800-927-3024.

Library Resources

McAfee Memorial Library Mission

The McAfee Memorial Library provides access to quality information resources that enables a diverse community of learners to think critically, communicate effectively, demonstrate a global perspective and engage in lifelong learning and service to others.

Collections

- Pirate Search – Search many of Park's library databases, ebooks, and print book holdings from one search box!
- Our collections include more than a quarter million books, ebooks, videos and periodical and research databases. Online resources are available 24/7 to any Park student or employee.
- Additional materials can be obtained via interlibrary loan and/or reciprocal borrowing agreements with local and regional libraries.

Research Assistance

- Librarians are available to help with research and the use of electronic resources on-site or via telephone, email or online chat.
- Research guides can also be found on the library's website and by clicking the "Library Resources" menu link in all Park University online courses.

Contact Information

Norrington Learning Commons

8700 N.W. River Park Drive

Box 61

Parkville, MO 64152

Phone: (816) 584-6285 (800) 270-4347

library@park.edu

www.park.edu/library

Core Learning Outcomes

1. Apply computer technology to solve business problems.
2. Implement spreadsheets including graphs and charts for business applications.
3. Use databases as well as generate queries and reports for business applications.
4. Use various Excel and Access functions.

Schedule

There are a total of 8 units. Each unit will cover 2 chapters.

Assignments

See posted schedule in announcements

Grading Plan

Activity	# of items	Percentage per Assignment	Course Grade Percentage
Policy Quiz	1	0.5%	0.5%
Discussion	8	1.0%	8.0%
Chapter Quiz	16	1.5%	24.0%
Simulation Training	30	0.5%	15.0%
Mid-Level Exercise	15	3.1%	46.5%
ePortfolio Mid-Level Exercise	15	0.1%	1.5%
Reflection	8	0.5%	4.0%
Park Student Opinion Survey	1	0.5%	0.5%
Total			100%
Extra Credit - Capstone Project	8	1.0%	8.0%

Extra Credit - ePortfolio: Capstone Project	8	0.1%	0.8%
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Course Topic/Dates/Assignments

Unit 1: Microsoft Office chapter 1 and Microsoft Excel chapter 1

Unit 2: Microsoft Excel chapters 2 and 3

Unit 3: Microsoft Excel chapters 4 and 5

Unit 4: Microsoft Excel chapters 6 and 7

Unit 5: Microsoft Excel chapters 8 and 9

Unit 6: Microsoft Excel chapters 10 and 11

Unit 7: Microsoft Access chapters 1 and 2

Unit 8: Microsoft Access chapters 3 and 4

Late Submission of Course Material

Assignment due dates will be provided when it is assigned. From unit 1 to unit 7, for each day that an assignment is turned in late, there will be a deduction of 20% per day of the student's score for that assignment. An assignment that is more than 5 days late yields a 0 for the entire assignment. For unit 8, late assignments are not acceptable.

Literacies

The Literacies represent university-level competencies that all students should be capable of demonstrating before receiving an undergraduate degree from Park University. The Park Literacies include analytical and critical thinking, community and civic responsibility, scientific inquiry, ethics and values, literary and artistic expression, and interdisciplinary and integrative thinking. The Literacies are reflected within Park University's mission. The disciplinary and professional outcomes within Park's courses and undergraduate degrees, combined with a variety of co-curricular learning experiences, support students' acquisition of the Literacies and their fulfillment of the University mission. For more information and a complete list of the literacies, go to <http://www.park.edu/about-park/university->

literacies.html.

Academic Honesty

Academic integrity is the foundation of the academic community. Because each student has the primary responsibility for being academically honest, students are advised to read and understand all sections of the policy relating to standards of conduct and academic life, which can be found on pages 96-97 of the 2018-2019 undergraduate catalog at <http://www.park.edu/catalogs>.

Plagiarism

Plagiarism involves the use of quotations without quotation marks, the use of quotations without indication of the source, the use of another's idea without acknowledging the source, the submission of a paper, laboratory report, project, or class assignment (any portion of such) prepared by another person, or paraphrasing another's work without acknowledging and documenting the source.

Attendance Policy

Students are expected to attend all classes, laboratories, and field work for which they are enrolled, and complete all work assigned by the instructor. Refer to the Tuition, Fees, Grants, Scholarship and Financial Aid section of the catalog for the Student Attendance Policy for Financial Aid.

Disability Guidelines

Park University is committed to meeting the needs of all students who meet the criteria for special assistance. These guidelines are designed to supply directions to students concerning the information necessary to accomplish this goal. It is Park University's policy to comply fully with federal and state law regarding students with disabilities and, to the extent of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply. In addition to academic accommodations, we will also provide accommodations for campus activities. Contact us if you need services for plays, athletic events, graduation, club activities or other events. <http://www.park.edu/disability>

Educational Rights and Privacy

Park University informs students of the Family Education Rights and Privacy Act of 1974. This act, with which the institution intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act officer

concerning alleged failures by the institution to comply with the Act.

Park University's local policy explains in detail the procedures to be used by the institution for compliance with the provisions of FERPA. Copies of the policy can be found in the office of the registrar. Questions concerning FERPA may be referred to the Registrar's Office at (816) 584-6275.

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