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120-05 Introduction to Business Technology

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White, Gwen, "120-05 Introduction to Business Technology" (2010). *Management Information Systems Syllabi*. 36.

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COURSE SYLLABUS

INFO 120-05 – Intro to Business Technology

Fall 2010

MEETING PLACE:	HAI 4	OFFICE:	Online
INSTRUCTOR:	Gwen White	TELEPHONE:	266-5784
E-MAIL	whiteg@xavier.edu	FAX:	745-3455
COURSE WEB SITE:	blackboard.xu.edu myxu.xu.edu		
OFFICE HOURS:	Available from Blackboard		
TEXTS	Required: Introduction to Excel 2007 (Custom Program for INFO120) with myitlab.		

DESCRIPTION: An introductory course that introduces basic IT processes including the use of Xavier IT resources, file management, basic Web development and 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 skills for manipulating data files and using file storage resources available from on and off campus
- Demonstrate the use of library and Internet resources available at Xavier from on and off campus for doing basic electronic research
- Demonstrate skill in using Microsoft Expressions for building a basic Web site and publishing to the Xavier student Web server
- Demonstrate basic skill proficiency in Excel 2007

CLASS TIME APPROACH

Students will meet in the lab for seven 1 3/4 hour sessions to complete a series of group and individual projects. Additional out-of-class time will be required. The amount of time will depend on the level of competency coming into the course. A Computer-based Training (CBT) will be used for the Excel portion of the class to allow students to move through the material and projects at their own pace.

CLASS POLICIES

1. Regular attendance at class sessions is expected.
2. Blackboard will be the primary conduit for distribution of class materials. All materials will be delivered electronically or through the CBT tool.
3. All project work **MUST** be appropriately submitted through Blackboard or through the CBT tool.
4. Project and assignment grades will be posted to Blackboard.
5. You are expected to check the Blackboard site and your Xavier email on a regular basis for announcements and other extended information.

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 2007 tools. A textbook with extended case projects will accompany the CBT tool. Your final grade for the Excel portion of the class will be based on the successful completion of the CBT training sessions along with the satisfactory completion of case projects.

EVALUATION: Grades will be assigned as follows

In order to get a final passing grade, you must complete ALL of the following:

- 75% or higher average on all graded components
- completion of all training exercises for Excel
- regular attendance at class sessions (maximum of 1 absence)
- attendance at the final class session for a final review process

Final Letter Grade Scale S 75 – 100% F below 75%

CLASS MEETING SCHEDULE

This course schedule should be used as a **GUIDE**. Your course is completed when all assignments have been submitted and all online assessments completed.

INFO 120-05			
Date	Topic	Projects/Assignments	Due Date
08/27/10	Course Introduction	<p>Week 1 Complete the following by the next class meeting:</p> <p>Review the Blackboard site so that you are thoroughly familiar with it. Review the Course Syllabus Purchase the textbook with access key for myitlab. Bring it to class with you.</p> <p>Be sure that you have access to the X: and Z: Network drives. Contact the Student Help Desk if you are missing either of them.</p> <p>Get to know your team members.</p>	09/03/10
09/03/10	Campus Technology File Management Intro to myitlab	<p>Week 2 Complete the following by the next class meeting:</p> <p>Be sure that you have access to all of the network drives (p, q, t, x, and z). See the student help desk (in the library) if you do not have access to one or more of the drives.</p> <p>Set up myitlab, if you have not already done so, according to instructions posted in Course Materials.</p>	09/10/10
09/10/10	Web Development	<p>Week 3 Complete the Web Site development project with Microsoft Expression and post the address of the site to the Blackboard submission site.</p>	09/17/10
09/17/10	Library/Internet Research Project	<p>Week 4 Begin work on your team Research Paper -- due in before the class of Week 7. Look under Assignments and upload to the Turn It In Link. Chapter 1 Excel – MyIT Lab</p>	09/24/10
09/24/10	Excel with myitlab	<p>Week 5 Chapter 2 Excel – MyIT Lab Continue work on Research Project</p>	10/01/10
10/01/10	Excel with myitlab	<p>Week 6 Chapter 3 Excel – MyIT Lab Continue work on Research Project</p>	10/08/10
10/08/10	All assignments due	<p>Week 7 Research Project Due and all Excel assignments due</p>	