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INFO 120-04 Introduction to Business Technology

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COURSE SYLLABUS

INFO 120-04 – Intro to Business Technology

Spring 2012

MEETING PLACE: HAI 15 – 4:00-5:45pm

OFFICE: Smith 105

INSTRUCTOR: Paul C. Hare

E-MAIL harep@xavier.edu; pchare7@mac.com

TELEPHONE: 708-7364

COURSE WEB SITE: blackboard.xu.edu
myxu.xu.edu

FAX:

OFFICE HOURS: 3:30-4:00pm Thursdays

TEXTS Required: Introduction to Excel 2010 (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 2010

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 2010 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 getting a final passing grade, you must complete **ALL** of the following:

- 70% or higher average on all graded components
- Full participation in all team projects
- 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

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 120-01			
Date	Topic	Projects/Assignments	Due Date
01/12/12	Course Introduction		
01/19/12	Campus Technology File Management Intro to myitlab		
01/26/12	Web Development		
02/02/12	Library/Internet Research	Team research paper using MS Word	2/16/2012
02/09/12	Excel with myitlab		
02/16/12	Excel with myitlab		
02/23/12	Excel / Final Assessment		

Final Letter Grade Scale

- S 70 – 100%
- F below 70%