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INFO 120-07A Intro to Business Technology

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COURSE SYLLABUS

INFO 120 – Intro to Business Technology

WDP

MEETING PLACE:	HAI 15	OFFICE:	Online - Skype
INSTRUCTOR:	Gwen White		
E-MAIL	whiteg@xavier.edu	TELEPHONE:	549-1422
COURSE WEB SITE:	blackboard.xu.edu myxu.xu.edu	FAX:	745-3455
OFFICE HOURS:	Available from Blackboard		
TEXT 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
- Work effectively as a productive team member
- 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 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 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

Regular projects will be assigned throughout the term with at least 1 deliverable for each class session. A team research project will be used to give you experience with team management and familiarize you with Xavier Library resources and the process of writing a fully referenced research paper. **FULL PARTICIPATION** in this project is absolutely critical to the successful completion of the course.

The myitlab 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. Your final numeric grade reported to Blackboard will be the lowest score on all graded components from myitlab. This will include end-of-chapter Exams and Grader Projects (Homework). The grader projects will require the use of Excel software installed on the computer you are using. Training and testing will use a simulator and will not require Excel software.

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
- attendance at the final class session for a final review process

CLASS MEETINGS

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

Date	Topic	Projects/Assignments
Session 1 Week 1	Course Introduction Team Formation	Get to know your teammates Check network drives
Session 2 Week 1	Campus Technology File Management Intro to myitlab	File Management Project using Network drives Excel Chapter 1 test out using myitlab
Session 3 Week 2	Web Development	Building a simple Web site
Session 4 Week 2	Library/Internet Research	Team research paper using MS Word - Due in Wed. after final session
Session 5 Week 2	Excel with myitlab	Excel Chapter 2 training and testing
Session 6 Week 3	Excel with myitlab	Excel Chapter 3 training and testing
Session 7 Week 3	Excel / Final Assessment	Excel Chapter 4 training and testing

Final Letter Grade Scale

- S 70 – 100% on ALL graded assignments
F below 70%