

Xavier University

## Exhibit

---

Management Information Systems Syllabi

Management Information Systems

---

2014

### INFO 120-05A Intro to Business Technology

Adekunle Okunoye  
*Xavier University*

Follow this and additional works at: [https://www.exhibit.xavier.edu/management\\_information\\_systems\\_syllabi](https://www.exhibit.xavier.edu/management_information_systems_syllabi)

---

#### Recommended Citation

Okunoye, Adekunle, "INFO 120-05A Intro to Business Technology" (2014). *Management Information Systems Syllabi*. 213.  
[https://www.exhibit.xavier.edu/management\\_information\\_systems\\_syllabi/213](https://www.exhibit.xavier.edu/management_information_systems_syllabi/213)

This Restricted-Access Syllabus is brought to you for free and open access by the Management Information Systems at Exhibit. It has been accepted for inclusion in Management Information Systems Syllabi by an authorized administrator of Exhibit. For more information, please contact [exhibit@xavier.edu](mailto:exhibit@xavier.edu).

## COURSE SYLLABUS

INFO 120-05a – Intro to Business Technology

Spring 2014

<b>MEETING PLACE:</b>	SMHG28-Wednesday 1:30-3:15pm	<b>OFFICE:</b>	Smith 207
<b>INSTRUCTOR:</b>	Adekunle Okunoye, Ph.D.	<b>TELEPHONE:</b>	745-3052
<b>E-MAIL</b>	<a href="mailto:okunoye@xavier.edu">okunoye@xavier.edu</a>		
<b>COURSE WEB SITE:</b>	blackboard.xu.edu myxu.xu.edu		
<b>OFFICE HOURS:</b>	MW 10:00 – 1:00 pm		

**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 1hr 45mins 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 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. It is your responsibility to verify that you complete all your assignments in Myitlab. The instructor will not provide any feedback on your progress in myitlab until after the end of the course. You can monitor your grade in myitlab. If you need any help in using myitlab, please contact me immediately.

**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.

<b>INFO 120-05a</b>			
<b>Week</b>	<b>Topic</b>	<b>Projects/Assignments</b>	<b>Due Date</b>
Wk 1	<b>Course Introduction</b> Intro to Discussion Forums (Welcome Forum) <b>File Management</b> <b>Intro to myitlab</b>	Initial posts to forums File Management project	Week 2
Week 2	<b>Forum Participation</b> <b>(Current Issues)</b> <b>Excel with myitlab</b>		Week 3
Week 3	<b>Forum Summary</b> <b>Excel with myitlab</b>	Reply to Issues forum	Week 4
Week 4	<b>Campus Technology</b> <b>(Cont.)</b> <b>Library/Internet</b> <b>Research</b>	<b>Issues forum summary due</b>	Week 6
Week 5	<b>Web Development</b> <b>Excel with myitlab</b>	<b>Team research paper using</b> <b>MS Word</b>	
Week 6	<b>Excel with myitlab</b>		
Week 7	<b>Excel / Final</b> <b>Assessment</b>		

**Final Letter Grade Scale**

- S - 70-100%
- F – Below 70%

Remember to print, complete and submit the Myitlab checklist as instructed (Available on Blackboard).