



BASIC COMPUTER SKILLS: DATABASE APPLICATIONS-BI 108

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BI 108-Introduction to Database Applications will give you an overview of Relational Database Management Systems, with an emphasis on problem solving. You will learn *how* to use databases to increase your productivity in the business or work environment, in the academic world and in our general society. Learning these skills is equivalent to knowing how to use a pencil -- a means to an end. You will learn to use a computer because it is a tool -- a means to access and manage information.

Text: & Supplies: **Text:** Exploring Microsoft Office 2010 Custom Edition; If you are taking all three courses, or just BI 108 and BI 109 buy: BI 107/108/109: ISBN: 978-1-256-31565-0; However, if you are only taking BI 107 and/or BI 108 buy: BI 107/108: ISBN: 978-1-256-18797-4.

Software: Microsoft Office Premium 2010 Suite, Internet Explorer, and Windows 7. You may use any system for the My IT Lab assignments and exams. For projects you will need Office 2010 Premium Version (which includes Access). MACs use a different version of Office

Hardware: You will need a computer with running Windows 7, Internet Explorer 7 or higher. A high speed internet connection is also necessary. [Full System Requirements](#). **Macintosh systems are not supported.**

Recommended Items: I recommend that you have a USB memory stick (Flash drive/jump drive) for storing the course datafiles and other course related work. These are the most reliable for our purposes, plus portability helps when working either in the lab, class or at your home system.

Web Sites: blackboard.jcu.edu Official course site

www.myitlab.com online course materials-hosts the online components of the course.

Citrix.jcu.edu: access to Office 2007 application if not available on your computer. There is an instruction sheet in course documents with instructions on how to access it from off campus (you will need to use Virtual Private Network or VPN)

Office: SB 304, phone: 397-4385, e-mail: rblamer@jcu.edu

Office Hours: By appointment.

MyITLab Sec ID: Found on Blackboard → Course Information.

How this online course works

You are responsible for your performance in this course, this includes procuring the text, student access code for My IT Lab (MIL), observing deadlines and due dates, and the performance of the computer you use, if it is your own. The steps you should therefore follow are:

1. Read the course Syllabus, and due dates documents.
2. Register and enroll in the My IT Lab course site; run the getting started wizard, and the home diagnostic tool kit from the MIL home page.
3. Review the course blackboard website.
4. Check Announcements and Assignments area in Blackboard daily.
5. You will have assignments that originate from two websites, Blackboard (BB) and My IT Lab (MIL). Blackboard is the Primary site for course materials and ALL course management, including

grade reporting. My IT Lab is the secondary site for training simulations, live in the application projects and tests only.

Organization of Course

Blackboard Course Site

Course management, Announcements, Assignments, and Grade Book are the key areas to monitor. The BB grade book is the official grade reporting tool. The weighted average is your grade on a running basis. Check this area frequently as I record grades daily. Assignments include the Discussion questions and video assignments for each chapter.

MY IT Lab: Study Plan, Grader Projects and Chapter Knowledge Tests

Chapter Supplement Folder contains:

Text Power Point Presentation-follows the text material-great for a chapter review

Skills Based Training Module: the full one which corresponds to the hands on exercises in each chapter. These are optional and not required. Useful as prep material for final exam.

Grade Book: use the custom view option when viewing grades in MIL, as it shows what I record in the BB grade book for your grade.

Chapter Homework folders contain (all items in folder are assigned):

Study Plans: pre-test, training and post test, only the **post test is counted towards your grade.** You must complete the entire study plan. A green check will show on the course calendar when any part is complete. I do not consider it complete until at least one attempt at the post test is completed, and a grade shows in the MIL custom view grade book. You may take post tests up to three times and I use the highest grade.

Knowledge Tests: short quizzes covering material from the reading in the text.

Grader Projects: download (save) a data file, complete the steps and upload file for grading. You may submit grader projects twice, more after consulting with the instructor.

Final Project and Exam Folder: Contains the Final Grader Project, similar to the chapter grader projects. The final exam will be available on the last day of class from 8 am until 8 pm. Note that this time is different than other due times.

On-line Content and Participation

There is a discussion question for each chapter, and a video review assignment for each chapter. These are in Blackboard. I also track content viewing in BB and this contributes to your participation grade.

Final Skills Exam

The final exam is a simulation from My IT Lab, to be taken the last day of class between 8 am and 8 pm.

Expectations

1. You are responsible for your performance.
2. You will be responsible for obtaining textbook and My IT Lab Access Code (Packaged with the text if purchased from the bookstore; if you choose to purchase the text elsewhere, you may need to purchase a separate Access code through the My IT Lab Site, at a cost of \$65) as identified above.

3. Check the course Blackboard site often. Blackboard will be the official course management site for this course, including assignments, announcements, discussions, virtual office hours, content, and grades.
4. You will be responsible for completing all assigned reading and doing all computer tutorials (Chapters). You will receive significantly more benefit from the course if you have completed each chapter.

To make the most of your time on the computer, focus on applying what you have learned in your reading, not just reading the material for the first time. Make computer time an assigned part of your schedule every in the week. ***Experience has shown that there is a strong positive correlation between students who conscientiously work through their chapter assignments and those who achieve high course grades.***

5. You are expected to turn in assignments on time. Late assignments must be ***approved prior to due date/time***. I will allow one and only one late assignment per student. Late assignments ***without prior approval will have one point per day deducted***. There is however a grace period until I record the score. Any assignment will be accepted without penalty, unless the policy is abused. This is not an extension of the due date, but a “just in case” benefit.
6. If you have questions, you may email me (I will reply within 24 hours, except weekends), use the virtual office hours, or post your questions on the Blackboard Discussion page. Anyone may answer or respond to questions posted.

Grading		Grading Scale:	
My IT Lab Course work (4 study plans)	15%	A	>= 93%
Live Application Grader Projects (4 projects)	15%	A-	90-92
Quizzes (4 chapter quizzes)	15%	B+	87-89
Final Grader Project	15%	B	83-86
Skills Exam	15%	B-	80-82
Participation	25%	C+	77-79
Total	100%	C	73-76
		C-	70-72
		D+	67-69
		D	60-66
		F	<60

Academic Integrity

The **minimum penalty** for academic dishonesty (cheating) in this course will be an F and dismissal from the course; and the student, or students will be referred to the Associate Dean of the Boler School of Business. Depending on the circumstances, more severe penalties may be imposed.

All work submitted for evaluation in a course, including tests, discussion questions, and computer files, must represent only the work of the student. Material taken from the work of others is not acceptable.

Do not accept from or give files to other students, even for them to review. If someone other than yourself completes any of the on-line assignments, including tests you will fail the course.

It is not acceptable for two students to complete a single file between them, and for each submit that file as their own. Any such attempt will result in failing the course and being referred to the dean's office for additional disciplinary action, including possible dismissal from the university. **Assignment files are encoded with your user ID and are checked for potential integrity violations. If you share a computer with another student you are responsible for keeping your work separate.** A violation will result in both students failing the course and referral to the associate dean of the Boler School!

Accommodations for Students with Disabilities

In accordance with federal law, if you have a documented disability, you may be eligible to request accommodations from the office of Services for Students with Disabilities (SSD). Please contact services for students with disabilities at (216) 397-4263 or come to the office located in room 7A, in the Garden Level of the Administration Building. Please keep in mind that accommodations are never retroactive so students are encouraged to register early in the semester.

Due Dates				
Item (where found)	Chapter 1	Chapter 2	Chapter 3	Chapter 4
Study Plan (MIL)	5/16	5/23	5/30	6/6
Knowledge Test (MIL)	5/17	5/24	5/31	6/7
Grader Project (MIL)	5/18	5/25	6/1	6/8
Discussion Question (BB)	5/19	5/26	6/2	6/9
Video (BB)	5/21	5/28	6/4	6/11

Final Grader Project 6/12

Final Exam 6/14

Final Note: The grading of this course is based on skills and performance. This means that not only should you be able to perform the tasks, but you should be able to perform them efficiently and expeditiously. Even though these are five (5) week, one hour courses, you may complete them at your own pace, ahead of the official due dates. You must complete assignments by the due date. Do not put off completing items. You should schedule time each day to devote to the course work. This is not a watered down version of the traditional course, but a rigorous alternative format.

Upon completing the reading of this syllabus, write and send an email to your instructor under the subject heading **"Syllabus-BI 108-Section 51"**. Be sure to include any questions or ask for clarifications of anything that is unclear. You **may** copy and use the following: (replace the brackets with the appropriate greeting. **Complete this no later than May 15th**.

Dear [Instructor Name];

I have read and understand what is expected of me in this course. I will abide by policies put forth in the course syllabus, including all due dates. Furthermore, I will attest that all work submitted will be mine and mine alone. I will not allow anyone other than myself to press any keys or use the mouse while completing the work.

Sincerely,
[Student's Name]