BASIC COMPUTER SKILLS COURSE SYLLABUS: BI 107, BI 108 AND BI 109

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BI 107-Introduction to Spreadsheets: will give you an overview of electronic spreadsheets, with an emphasis on problem solving. You will learn *how* to use Spreadsheets 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. Course dates are May 11th to June 12th.

BI 108-Introduction to Database Applications: will give you an overview 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. Course dates are May 11th to June 12th.

BI 109-Communications Technology: will give you an overview of using Word and PowerPoint to prepare and present information, with an emphasis on problem solving. You will learn how to use a Word and PowerPoint to increase your productivity in the academic world in the business environment, and in the general society. Course dates are June 15th to July 17th.

Text:	<u>Exploring Microsoft Office 2013 Second Custom Edition</u>; BI 107/108/109: ISBN: **1269937049**. Student Access Codes come with the new text. If you purchase a used text you will need a student access code to create your online account-most find it less expensive to just buy the new text.
Software:	*Microsoft Office 2013 Suite*, Windows 7, and Internet Explorer 8(or above). **Office 2013** is installed on Lab Systems if you do not have it installed on your computer. The student access code comes with the new text when purchased through the JCU Bookstore only; entering the MyLab and Mastering area (found on Canvas) and following the screen prompts will allow you to register. There is a temporary registration option good for two weeks at which time you will need a full license. Also, **the Mac version of Office is a different version than Office 2013 and many features are different between versions**. Some homework requires Office 2013.
Hardware:	You will need an Intel/AMD based PC. A high speed internet connection is also necessary. ***Macintosh systems are supported, but have differences that make it more difficult to use***.- see the My IT Lab website for information.
Optional Items:	I recommend that you have a USB memory stick (Flash drive/jump drive) for storing the course data files 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:	**Canvas is the Primary course site for announcements, assignments etc.-check in daily.** **www.myitlab.com** online assignments and data files-hosts *some* of the online components of the course-you can access it via the Canvas site-See the Best Practices Page in Canvas for additional information.
Office:	SB 304, phone: 397-4385, e-mail: rblamer@jcu.edu
Office Hours:	Available by appointment.-always available via email w/24 hour(or less) response, except weekends.
MyITLab Course ID:	is not necessary because you are enrolling through the My Lab and Mastering tab in Canvas, linking your accounts from the two sites.

Schedule: See the Canvas Syllabus page for a schedule of due dates. There are some assigned items which do not have due dates because they are not graded, but you are expected to complete anyway. They will contribute to your participation score.

How these Online courses work

You are responsible for your performance in this course, this includes procuring the text, student access code for My IT Lab (MIL), having access to a computer that meets the system requirements for My IT Lab; ensuring that it performs, and observing due dates. The steps you should therefore follow are (Follow the modules in Canvas):

1. Read the course Syllabus. Review the course Canvas site. Read the best practices document. Review the student guide to My IT Lab.

2. Register and enroll in the My IT Lab course site; run the browser tuneup for your computer.

3. Review the course Canvas website. In particular the content areas: Syllabus, Modules, Pages, Announcements, Assignments and Discussion Boards. Your use of Canvas is tracked and becomes your participation grade.

4. Under Modules in Canvas you will see the structure of the course and additional content.

5. Check Announcements area for new content in Canvas daily. This also counts towards participation.

6. You will have assignments that originate from two websites, Canvas and My IT Lab (MIL). Canvas 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 final exam only, and can be accessed from the Canvas site one your have registered and enrolled in the course.

7. There are also discussion questions and a video assignment through the Discussion page on Canvas. See Canvas for full explination.

8. See the Syllabus page on Canvas for all due dates.

Final Exam

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

Your Responsibilities

1. **You are responsible for your performance.** Plan ahead!

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 $85), identified above.

3. You are responsible for the computer you are using, if it is your own. If you have troubles with My IT Lab; you should contact the MIL Tech support. All JCU computer labs have been setup for the applications, and are available. **If you cannot complete an assignment on your computer; you should use the computer lab**.

4. Check the course Canvas site often. Canvas is the official course management site for this course, including assignments, announcements, discussions, content, and grades.

5. Set your Canvas notifications to receive the course information feed in a timely manner.

6. 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 read 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.*

7. **You are expected to turn in assignments on time**. If there is a technical problem, contact me prior to the time which they are due. *Quizzes are not accepted late*. It is the instructors sole discretion whether to accept late work or not. If an assignment is accepted it will be deducted 50% per day that the assignment is late. No credit will be awarded after 2 days.

8. 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 Canvas Discussion page. Anyone may answer or respond to the general course questions posted.

Grade Weights

My IT Lab Course work (4 chapter simulations)	15%
Live Application Grader Projects (4 projects)	15%
Quizzes (4 chapter quizzes)	10%
Final Grader Project	25%
Skills Exam	20%
Participation (DQ's, Videos, Canvas, etc.)	15%
Total	100%

Grading Scale:

A	>= 93%
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	<60

Academic Integrity

I place a very high premium on Academic Integrity and will not tolerate even a hint of cheating.

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

All files you use for homework should be downloaded/uploaded within your personal MIL account. Any work submitted in a file downloaded from an account other than yours will not receive credit, and require a face to face visit.

All work submitted for evaluation in a course, including tests and files, must represent solely 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 part of the on-line assignments, including tests you will fail the assignment and possibly 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. Nor is it acceptable to download a file from any MIL Account other than your own. Any such attempt will result in failing that assignment 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.** Each user should have their own account on the computer or at a minimum their own folder in which they can save their work. When initially

saving files add your name to the end of the root file name. Any violation will result in both students loosing credit for the assignment and referral to the associate dean of the Boler School!

I hope this is very clear-*I want you and only you completing your own work!*

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.

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. However, you are expected to 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 a traditional course, but a rigorous alternative format.

Upon completing the reading of this syllabus (reread it and complete this for each class, as will typically modify it from one course to the next), write an acknowledgement (see text below) and submit to your instructor with the subject**: Syllabus-BI 107** (change it for each class) in the Canvas Syllabus Assignment. Do this for each course, the week before or the week of the official start of each class. Be sure to include questions or ask for clarifications of anything that is unclear. You may copy and use the following (replace the Brackets with indicated content-or write your own testament). *This is due no later than Wednesday, January 14th for BI 107; February 18th for BI 108; and April 2nd for BI 109.*

Dear [Instructor Name];

I have read the course syllabus, reviewed assignments in Canvas and I 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,
[Your Name]