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

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**Boler School of Business**

**BI 107-Introduction to Spreadsheets:** will give the 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.

**BI 108-Introduction to Database Applications:** will give the 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.

**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.

**Text: & Supplies:** **Text:** Exploring Microsoft Office 2010 Custom Edition; If you are taking all three courses, or just BI 107 and BI 109 buy: BI 107/108/109: ISBN: 978-1-256-31565-0; if you are only taking BI 107 and/or BI 108 buy: BI 107/108: ISBN: 978-1-256-18797-4; if you are only taking BI 109 then purchase Pearson CIS Custom Program-Communications Technology BI 109. ISBN: 978-1-256-18799-8.

**Software:** Microsoft Office Premium 2010 Suite, Internet Explorer, and Windows 8 (or above).

**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](http://blackboard.jcu.edu) Official course site-check in often.

[www.myitlab.com](http://www.myitlab.com) online assignments and datafiles-hosts some of the online components of the course.

**Office:** SB 304, phone: 397-4385, e-mail: [rblamer@jcu.edu](mailto:rblamer@jcu.edu)

**Office Hours:** Tuesday and Thursday 9 to 11 am, or by appointment.

**MyITLab Sec ID:** See the Blackboard Course site: Course Information Area.

### Due Dates BI 107 (August 27<sup>th</sup> to September 28<sup>th</sup>)

<i>Item (where found)</i>	<i>Chapter 1</i>	<i>Chapter 2</i>	<i>Chapter 3</i>	<i>Chapter 4</i>
Study Plan (MIL)	8/29	9/5	9/12	9/19
Knowledge Test (MIL)	8/30	9/6	9/13	9/20
Grader Project (MIL)	8/31	9/7	9/14	9/21
Discussion Question (BB)	9/1	9/8	9/15	9/22
Video (BB)	9/4	9/10	9/17	9/24
Final Grader Project	9/26			
Final Exam	9/28			

### Due Dates BI 108 (October 1<sup>st</sup> to November 2<sup>nd</sup>)

<i>Item (where found)</i>	<i>Chapter 1</i>	<i>Chapter 2</i>	<i>Chapter 3</i>	<i>Chapter 4</i>
Study Plan (MIL)	10/3	10/10	10/17	10/24
Knowledge Test (MIL)	10/4	10/11	10/18	10/25
Grader Project (MIL)	10/5	10/12	10/19	10/26
Discussion Question (BB)	10/6	10/13	10/20	10/27
Video (BB)	10/8	10/15	10/22	10/29
Final Grader Project	10/31			
Final Exam	11/2			

### Due Dates BI 109 (November 5<sup>th</sup> to December 10<sup>th</sup>)

<i>Item (where found)</i>	<i>Word Chapter 1</i>	<i>Word Chapter 2</i>	<i>Word Chapter 3</i>	<i>PowerPoint Chapter 1</i>	<i>PowerPoint Chapter 2</i>	<i>PowerPoint Chapter 3</i>
Study Plan (MIL)	11/7	11/10	11/14	11/17	11/26	11/29
Grader Project (MIL)	11/8	11/12	11/15	11/19	11/27	11/30
Knowledge Test (MIL)	11/9	11/13	11/16	11/20	11/28	12/1
Discussion Question (BB)	11/9	11/13	11/16	11/20	11/28	12/1
Final Grader Project	12/4					
Final Exam	12/10					

## ***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), observing due dates, and the performance of the computer you use, if it is your own. The steps you should therefore follow are (Follow the Assignments Area of Blackboard):

1. Read the course Syllabus.
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. In particular, Assignments, Documents, Course Information, Announcements and Discussion Board. Your use is tracked and becomes your participation grade.
4. Check Announcements and Assignments area for new content 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. The pre-test assesses your level, the training module is customized to cover only what you miss on the pre-test. The Post Test is graded, the pre-test and training are not used to calculate grades. 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; 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 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.

### **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 you will need to 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; use the computer lab. SB-235 is the recommended lab.
4. Check the course Blackboard site often. Blackboard is the official course management site for this course, including assignments, announcements, discussions, virtual office hours, content, and grades.
5. 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.***

6. 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; and only with prior approval. Late assignments ***without prior approval will receive a grade of 0 (zero)***.
7. 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.

Grade Weights		Grading Scale:	
My IT Lab Course work (4 study plans)	15%	<b>A</b>	>= 93%
Live Application Grader Projects (4 projects)	15%	<b>A-</b>	90-92
Quizzes (4 chapter quizzes)	15%	<b>B+</b>	87-89
Final Grader Project	15%	<b>B</b>	83-86
Skills Exam	15%	<b>B-</b>	80-82
Participation (DQ's, Videos, BB, etc)	25%	<b>C+</b>	77-79
Total	100%	<b>C</b>	73-76
		<b>C-</b>	70-72
		<b>D+</b>	67-69
		<b>D</b>	60-66
		<b>F</b>	<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 related test or assignment; 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 and and files, must represent only the work of the student unless indicated otherwise. Material taken from the work of others must be acknowledged properly. **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 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.** Any violation will result in both students losing credit for the assignment and referral to the associate dean of the Boler School!

I hope this is very clear-I want you doing 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. 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 (reread it and complete this for each class, as I reserve the right to modify it as I see fit), write and send an email to your instructor under the subject: Syllabus-BI 107 (change it for each class). Do this for each section, the week before or the week of the official start of each class. 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 indicated content). ***This is due no later than Wednesday, September 29<sup>th</sup> for BI 107(See BB class site for the other courses.***

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,  
[Your Name]