



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
BUSINESS ADMINISTRATION DEPARTMENT
MANAGEMENT SYSTEMS TECHNOLOGY
First Year Diploma Program

BUSA1600 COURSE OUTLINE

LEVEL 1

MGTS

Instructor(s)

David Meers, Office: SE6-317, Phone: 412-7496 E-mail: dmeers@bcit.ca
Masoud Jalili, Office: SE6-326 Phone: 451-6781 E-mail: mjalili@bcit.ca
Shirley Mauger, Office: SE6-338 Phone: E-mail: smauger@bcit.ca

Home Page:

Prerequisites

None.

Course Description

This course seeks to introduce students to the use of microcomputer technology, from the perspective of a new user.

Course Goals:

- To gain a basic understanding of the Windows Operating system.
- To gain a basic understanding of Microsoft Internet Explorer.
- To gain a basic understanding of Microsoft PowerPoint.
- To gain a basic understanding of Microsoft Excel.

Evaluation

Exam #1: Windows	20%
Exam #2: PowerPoint	20%
Exam #3: Internet Explorer	25%
Exam #4: Excel	25%
Participation	10%
TOTAL	100%

Text(s) and Equipment

All Are Required:

Exploring Microsoft Office Professional 2000, Volume I, 1/e

Robert Grauer ,Maryann Barber

Copyright 1999, 864 pp. ISBN 0-13-011109-0

Exploring Microsoft PowerPoint 2000, 1/e

Robert Grauer ,Maryann Barber

Copyright 1999, 272 pp., ISBN 0-13-011816-8

Approved By:


Associate Dean/Dean Name & Department (signature)

Effective Date: September 2000

Week of	Outcome/Material Covered
Sept. 6	LEC: Labour Day Holiday – no lecture LAB: Lab Procedures; Photos; Windows Ch. 1
Sept. 13	LEC: Intro lecture LAB: Windows Ch. 2
Sept. 20	LEC: Windows LAB: Windows Ch. 3
Sept. 27	LEC: EXAM Windows Ch. 1 – 3 and lecture material LAB: PowerPoint Chapter 1
Oct. 4	LEC: Disk Swap and Virus software LAB: PowerPoint Chapter 2
Oct. 11	LEC: Thanksgiving Day Holiday – no lecture LAB: PowerPoint Chapter 3
Oct. 18	LEC: EXAM PowerPoint Ch. 1 – 3 and lecture material LAB: Internet Ch. 1
Oct. 25	LEC: Internet and Web LAB: Internet Ch. 2
Nov. 1	LEC: Internet and Web continued LAB: Review
Nov. 8	LEC: EXAM Internet Ch. 1; Ch. 2 and Ch. 5 and lecture material LAB: Excel Chapter 1
Nov. 15	LEC: Spreadsheets LAB: Excel Chapter 2
Nov. 22	LEC: Spreadsheets continued LAB: Excel Chapter 3
Nov. 29	LEC: Course evaluation LAB: Excel Chapter 4
Dec. 6	LEC: FINAL EXAM WEEK – Excel Ch. 1 – 4 and lecture material LAB: No lab

Course Notes (Policies and Procedures):

I.D. Required In Exam Centers

Effective December 2000, students will be required to produce photo-identification for admittance to examination halls. Photo I.D. must be placed on the desk while writing the exam, for inspection by invigilators. Students should bring a BCIT OneCard or alternatively two pieces of identification, one of which must be government photo I.D. such as a drivers license. Please see BCIT Policy #5300, Formal Invigilation Procedures

Getting Started

Computer lab rules

Before you start-up in the lab, make sure you are aware of the lab rules:

No eating.

No drinking.

No game playing.

No access to the lab without being granted permission to enter – check with the instructor.

Lab hours

For the latest Student Lab hours please check: http://crweb.bcit.bc.ca/Home_Page/hours_of_operation.htm

The last time I checked they were as follows:

Mon. – Fri. 7:30am – 10:30pm

Weekends 8:30am – 6:00pm

Holidays are the same as above.

Where to get more information – from Computer Resources

A variety of handouts, lab grids, login instructions etc. are available from Computer Resources SE12-205.

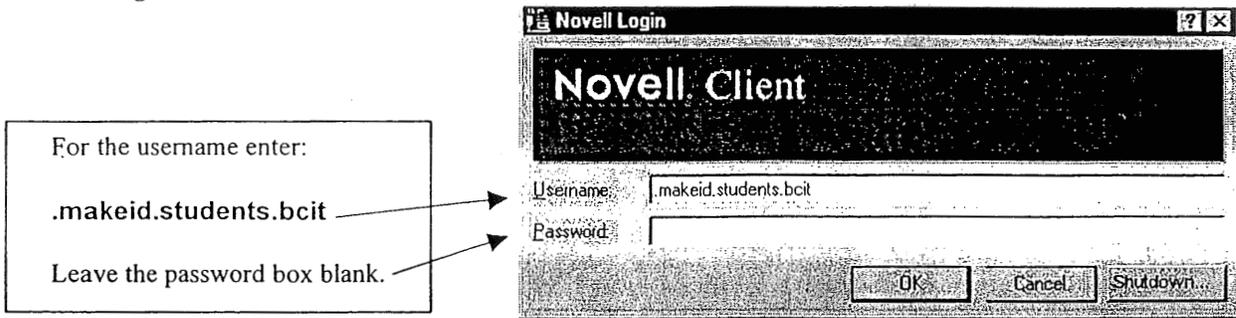
Or, check the CR web site at <http://syncro.cr.bcit.bc.ca/as/>

A software search engine, which will list the labs which have a specific software package, is available on the CR web site.

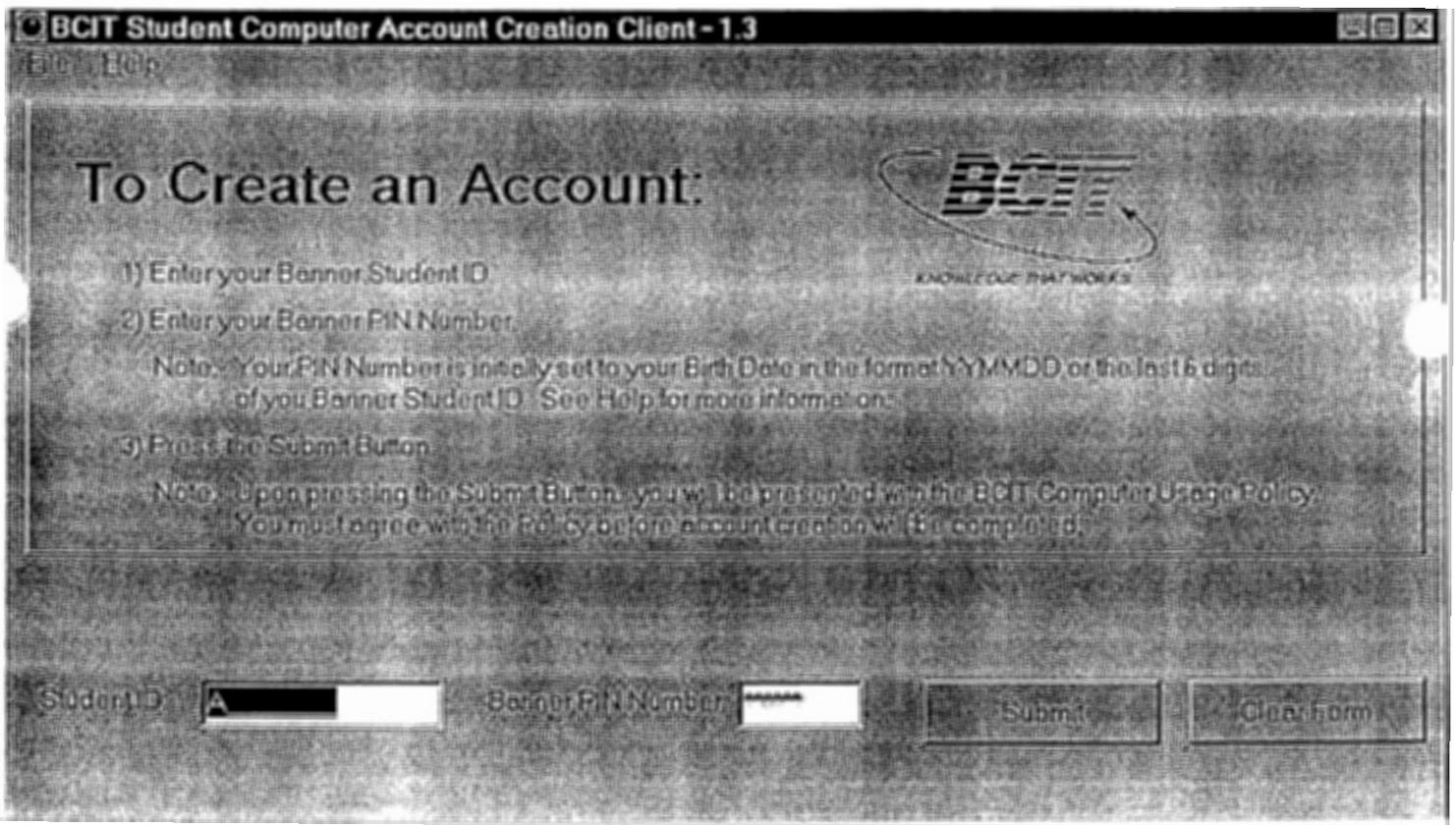
How to create your student ID

All registered students must create their own computer student ID. You should only have to do the steps in this section once.

1. Press **Ctrl+Alt+Del** to display the login dialog box shown below.
2. Fill in the dialog box as follows:



3. Enter your Student ID number and PIN number in the following dialog box and click on the **Submit** button.



NOTE: You will have to wait a few minutes while your new account is created.

What to do if you corrupt your student ID and cannot login

If you have been using your student ID for a while, say a couple of weeks, and you corrupt your student ID and cannot login then try recreating your student ID by repeating the steps in the previous section: **How to create your student ID**

It takes about ten minutes to recreate a student ID.

Inactive student IDs will be deleted

Any student IDs which have not been used for 4 weeks will be deleted automatically.

How to login

NOTE: You must create your student ID prior to logging in.
See the section **How to create your student ID** on p. 4 for details.

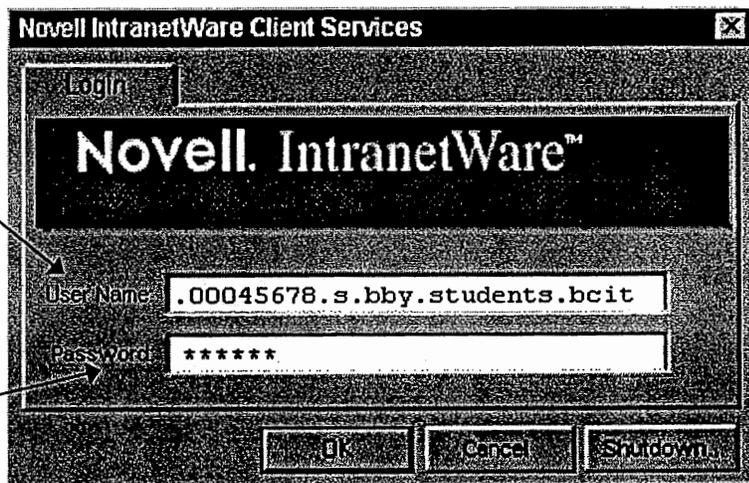
1. Press **Ctrl+Alt+Del** to display the login dialog box shown below.
2. Fill in the dialog box as follows:

User Name:
If your name is Joe Smith and your student number is: **A00045678** then you would enter:

.00045678.s.bby.students.bcit

You must enter a period and then enter your student number without the first character.

The first letter of your last name.



Password:
Your password is your birthdate in the form **YYMMDD** e.g. if you were born on May 1, 1978 then your password is: **780501** (Include the zeros where needed).

Another example, if you were born on December 31, 1974 then your password is: **741231**

3. Once you have filled in the dialog box press the **Enter** key or click on the **OK** button. The Windows desktop will appear and you will see the  button in the bottom left hand corner of the screen.

How to change your password

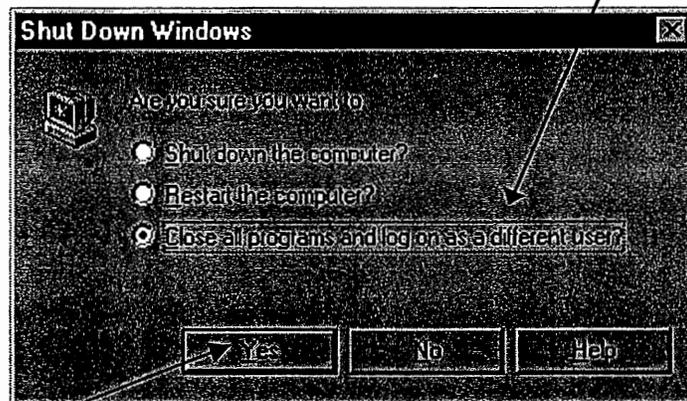
NOTE: If this is the first time you have logged in then change your password by doing the following:

- Press **Ctrl+Alt+Del** to display the IntranetWare Security dialog box.
- Click on the **Change Password...** button
- Enter your old password.
- Enter your new password.
- Enter your new password a second time.
- Click the **OK** button.

How to logoff

NOTE: Following the correct procedure to logoff will help ensure that nobody else will be able to use your BCIT ID.

1. Exit all programs.
2. Remove any floppy disk(s) from the floppy drive(s).
3. Exit Windows by clicking on the **Start** button  (found on the taskbar at the bottom left hand corner of the Windows desktop screen) and then select **Shut Down...**
4. In the dialog box that appears, select the radio button called **Close all programs and log on as a different user?** as shown below:



5. Click on the **Yes** button.
6. The computer will log you off and return to the BCIT Welcome screen.
7. Please leave the computer and monitor turned on.