



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY  
BUSINESS ADMINISTRATION DEPARTMENT  
MANAGEMENT SYSTEMS TECHNOLOGY  
First Year Diploma Program  
**BUSA1600 DECISION SUPPORT I**  
**COURSE OUTLINE**

---

**LEVEL 1****MGTS**

---

**Instructor(s)**

Matt Baxter Office: SE6-309 Office Hours: T.B.A. Phone: 432-8210 E-mail: mbaxter@bcit.ca  
Home Page: <http://www.faculty.org/matt/> Most browsers only need: [faculty.org/matt](http://faculty.org/matt/)

**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 Microsoft PowerPoint.
- To gain a basic understanding of Microsoft Internet Explorer.
- To gain a basic understanding of Microsoft Excel.

**Evaluation**

30% Exam #1: PowerPoint plus other material.  
30% Exam #2: Internet Explorer plus other material.  
30% Exam #3: Excel plus other material.  
10% Participation  
100% TOTAL

**I.D. Required in Examination Centres**

Effective December 2000, in order to write exams. students will be required to produce photo-identification at examination centres. Photo I.D. must be placed on the desk before an exam will be issued to the student. The I.D. must remain in view 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.

**Required Text(s) and Equipment**

Exploring Microsoft Office 2000 Volume 1 with the Advanced PowerPoint module.  
By Robert T. Grauer and Maryann Barber (ISBN 0130319414) the content includes:

Essentials of Windows 95/98  
Word Ch. 1-4  
Excel Ch. 1-4  
Access Ch. 1-3  
PowerPoint Ch. 1-3  
Brief Internet Explorer 5.0 Ch. 1-2  
Essentials: Computing Concepts

**Course materials**

Go to the Web page: <http://www.faculty.org/matt/> Most browsers only need: [faculty.org/matt](http://faculty.org/matt/)  
and click on the button called "Course Materials"

To access the course materials you will need the following:

User Name: \_\_\_\_\_ Password: \_\_\_\_\_

---

Effective Date: September 2000

---

<b>Week of</b>	<b>Outcome/Material Covered</b>
Sept. 4	LEC: No lecture - Monday, September 4, 2000 Labour Day Holiday LAB: Lab Procedures; Student Photos; Essentials of Windows 95/98
Sept. 11	LEC: Intro lecture LAB: PowerPoint Ch. 1
Sept. 18	LEC: Disk Swap LAB: PowerPoint Ch. 2
Sept. 25	LEC: Virus issues LAB: PowerPoint Ch. 3
Oct. 2	LEC: <b>EXAM #1</b> LAB: Internet Explorer Ch. 1
Oct. 9	LEC: No lecture - Monday, October 9, 2000 Thanksgiving Day Holiday LAB: Internet Explorer Ch. 2
Oct. 16	LEC: Internet and Web LAB: Essential Computing Concepts
Oct. 23	LEC: Spreadsheets LAB: Excel Ch. 1
Oct. 30	LEC: <b>EXAM #2</b> LAB: Excel Ch. 2
Nov. 6	LEC: Spreadsheets LAB: Excel Ch. 3
Nov. 13	LEC: No lecture - Monday, November 13, 2000 Day in lieu of Remembrance Day Holiday LAB: Excel Ch. 4
Nov. 20	LEC: Spreadsheets LAB: Exam prep.
Nov. 27	LEC: <b>EXAM #3</b> LAB: No lab
Dec. 4	LEC: FINAL EXAM WEEK Dec. 4 - 8 LAB: No lab



**Course Record**

**Course Number:** BUSA 1600

**Course Name:** Decision Support 1

**Developed by:** Matt Baxter **Date:** September 2000  
Instructor Name & Department  
(signature)

**Revised by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Instructor Name & Department  
(signature)

**Recommended by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Program Head Name & Department  
(signature)

**Approved by:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_  
Associate Dean, Business Administration  
(signature)