



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY  
BUSINESS ADMINISTRATION DEPARTMENT  
Occupational Health and Safety  
Microcomputer Software 1

**BUSA1610 COURSE OUTLINE**

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**LEVEL 1**

**OCHS**

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**Instructor(s)**

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**Prerequisites**

None.

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**Course Description**

Gives students a basic understanding of the microcomputer and available software. It provides hands-on experience in using various software packages such as word processing and spreadsheets

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**Course Goals:**

- To gain a basic understanding of the Windows Operating system.
  - To gain a basic understanding of Microsoft Word.
  - 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.
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**Evaluation**

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

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\*Participation: attending all labs plus completing exercises given out during class. All exercises must be completed before the material is tested. (i.e. Word exercises before Word exam)

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**Text(s) and Equipment**

Exploring Microsoft Office 2000 Professional  
Robert T. Grauer and Maryann Barber  
Prentice Hall (ISBN 0-13-031941)

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**Effective Date:** September 5, 2000

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Week of	Outcome/Material Covered
Sept. 4	LEC: Labour Day Holiday – no lecture LAB: Lab Procedures
Sept. 11	LEC: Getting Started: Essential Computing Concepts LAB: Essentials of Windows
Sept. 18	LEC: Windows LAB: Essentials of Windows
Sept. 25	LEC: EXAM Windows and lecture material LAB: Word Chapter 1; What will Word processing do for me?
Oct. 2	LEC: Word LAB: Word Chapter 2; Editing and formatting
Oct. 9	LEC: Thanksgiving Day Holiday – no lecture LAB: Word Chapter 3; The Web and other resources
Oct. 16	LEC: Word / Internet and Web LAB: Word Chapter 4; Outlines, tables, styles, and sections
Oct. 23	LEC: EXAM Word Chapters 1 - 4 and lecture material LAB: Internet Explorer Ch. 1; The internet and world wide web
Oct. 30	LEC: Internet and Web LAB: Internet Explorer Ch. 2; Finding information on the web
Oct. 25	LEC: PowerPoint LAB: PowerPoint chapter 1; Presentations made easy
Nov. 6	LEC: EXAM Internet Ch. 1- 2; PowerPoint Ch 1 and lecture material LAB: Excel Chapter 1; What is a spreadsheet?
Nov. 13	LEC: In Lieu of Remembrance Day - no lecture LAB: Excel Chapter 2; Copying, formatting, and isolating assumptions
Nov. 20	LEC: Spreadsheets LAB: Excel Chapter 3; Decision making: what if?
Nov. 27	LEC: EXAM– Excel Ch. 1 – 3 and lecture material; Course evaluation LAB: No labs
Dec. 4	LEC: Final Exam Week LAB: No labs