



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

BUSINESS ADMINISTRATION DEPARTMENT

Broadcast Program

Computer Applications in Broadcasting

BUSA1620 COURSE OUTLINE

LEVEL 1

BCST

Instructor(s)

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

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

I.D. Required In Exam Halls

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.

Text(s) and Equipment

Exploring Microsoft Office 2000 Professional
Robert T. Grauer and Maryann Barber
Prentice Hall (ISBN 0-13-031941-4)

Effective Date: September 5, 2000

Week of	Outcome/Material Covered
Sept. 4	LEC: First week – no lecture LAB: Lab Procedures; Essentials of Windows
Sept. 11	LEC: Getting Started: Essential Computing Concepts LAB: Essentials of Windows
Sept. 18	LEC: SHINERAMA Day – no lecture LAB: SHINERAMA Day – no lab
Sept. 25	LEC: EXAM Windows and lecture material LAB: PowerPoint Chapter 1; Presentations made easy
Oct. 2	LEC: PowerPoint LAB: PowerPoint Chapter 2; Slide show tools, the web, and slide masters
Oct. 9	LEC: PowerPoint continued LAB: PowerPoint Chapter 3; Object linking and embedding
Oct. 16	LEC: Internet and Web LAB: Internet Explorer Ch. 1; The internet and world wide web
Oct. 23	LEC: Internet and Web continued LAB: Internet Explorer Ch. 2; Finding information on the web
Oct. 30	LEC: EXAM Internet Ch. 1- 2; PowerPoint Ch 1-3 and lecture material LAB: Word Chapter 1; What will Word processing do for me?; Word Chapter 2; Editing and formatting
Oct. 25	LEC: Word LAB: Word Chapter 3; The Web and other resources
Nov. 6	LEC: Word continued LAB: Word Chapter 4; Outlines, tables, styles, and sections
Nov. 13	LEC: EXAM Word Chapters 1 - 3,5 and lecture material; LAB: Excel Chapter 1; What is a spreadsheet?, Chapter 2; Copying, formatting, and isolation assumptions
Nov. 20	LEC: No lecture LAB: Excel Chapter 3; Decision making; what if?
Nov. 27	LEC: EXAM Excel Chapter 1 – 3 and lecture material; Course evaluation LAB: completion of Excel exam, hands on portion.
Dec. 4	LEC: Final Exam Week LAB: No labs