

**BUSA 1700
COMPUTER APPLICATIONS IN BUSINESS**

| | | | | | |
|-------------|---|--------------|----|-------------|---|
| Hours/Week: | 3 | Total Hours: | 42 | Term/Level: | 1 |
| Lecture: | 1 | Total Weeks: | 14 | Credits: | 3 |
| Lab: | 2 | | | | |

Prerequisites: None**is a Prerequisite for:** BUSA 4610

Course Goals

To give the students an understanding of basic computer terminology, hardware components and software applications in business.

Course Description

Uses lectures and hands-on computer time to accomplish course goals. Practical exercises focus on Windows based word-processing, presentation graphics, and use of the Internet.

Evaluation

| | |
|---------------------------|------|
| 7 Quizzes | 60% |
| Lab exercises/assignments | 15% |
| Final Examination | 25% |
| TOTAL | 100% |

Course Outcomes and Sub-Outcomes

At the end of this course, the student will be able to:

- Use correct terminology when discussing hardware components and software applications
- Use **Windows** to customize the environment
- Use **Windows Explorer** to organize files and disk storage area
- Use **MS-WORD** to produce professional business communications
- Use **MS-POWERPOINT** to develop a computer-based presentation
- Use the **INTERNET** to obtain business related information.

Course Record

Developed by: Laura Nauman Date: Sept 01/00
Instructor Name & Department (signature)

Revised by: _____ Date: _____
Instructor Name & Department (signature)

Recommended by: _____ Date: _____
Program Head Name & Department (signature)

Approved by: Chris Clark Start Date: Sept 01/00
Associate Dean/Dean Name & Department (signature)



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School of Business

Program: Post-Diploma

Course Outline Part B

BUSA 1700
COMPUTER APPLICATIONS IN BUSINESS

Effective Date: Fall 2000

Instructor(s)

Laura Nauman

Office No.:

SE-6 Rm 315

Phone: 451-6788

Office Hrs.:

TBA

E-Mail: lnauman@bcit.ca

Text(s) and Equipment

Required:

New Perspectives on Computer Concepts

Parsons/Oja

New Perspectives on Word 2000

Zimmerman

New Perspectives on Powerpoint 2000

Zimmerman

Course Notes (Policies and Procedures)

| | |
|---------------------------------|--|
| Attendance | The attendance policy as outlined in the current BCIT Calendar will be enforced |
| Course Outline Changes | The material specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class |
| Ethics | BCIT assumes that all student attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore result in a grade of zero for the lab, quiz or exam for all parties involved and/or expulsion from the course. |
| Make up Exams or Quizzes | There will be no make up exams or quizzes. If you miss an exam or quiz, you will receive zero marks. Exceptions <u>may</u> be made for documented medical reasons or extenuating circumstances. |
| Illness | A doctor's note is required for any illness causing you to miss labs, quizzes or exams. At the discretion of the instructor, you may have the work prorated. |
| Labs | Lab attendance is mandatory. Lab exercises must be done on an individual basis unless otherwise specified by the instructor. All lab work is due by the specified due date. Lab work handed in late will not be accepted. |



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School of Business

Program: Post-Diploma

Schedule

BUSA 1700
COMPUTER APPLICATIONS IN BUSINESS

| Week of/ Number | Outcome/Material Covered | Reference/ Reading |
|--------------------|---|--|
| 1 – Sept 8 | Introduction to the Course Using Computers: Essential Concepts | Concepts: Preface and Unit A |
| 2 – Sept 15 | Software and Multimedia Applications | Concepts: Unit B |
| 3 – Sept 22 | Word processing Overview | Concepts: Unit C and Word 2000 text |
| 4 – Sept 29 | The Windows Environment | Concepts: Unit B pages 4 – 7 |
| 5 – Oct 6 | Computer Files and Data Storage | Concepts: Unit D |
| 6 – Oct 13 | Communications and Email | Concepts: Unit F pages 1 – 15 |
| 7 – Oct 20 | The Internet | Concepts: Unit F pages 16 – 36 |
| 8 – Oct 27 | Presentation Software | PowerPoint 2000 text |
| 9 – Nov 3 | Introduction to Powerpoint | PowerPoint 2000 text |
| 10 – Nov 10 | Computer Architecture | Concepts: Unit E |
| 11 – Nov 17 | Data Security and Control | Concepts: Unit G |
| 12 – Nov 24 | Computers and Intelligence | Concepts: Unit K |
| 13 – Dec 1 | Review for Final Exam | |
| 14 – Dec 4 | Final Exam | |