



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY  
BUSINESS ADMINISTRATION DEPARTMENT  
Occupational Health and Safety  
First Year Diploma Program

**BUSA2610 COURSE OUTLINE**

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**LEVEL 2**

**OCHS**

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**Instructor(s)**

Masoud Jalili      Office: SE6-326  
Office Hours: T.B.A.      Phone: 451-6781      E-mail: mjalili@bcit.ca

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**Course Description**

This course continues the introduction to microcomputer technology, from the perspective of a new user.

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**Course Goals:**

- To gain a basic understanding of developing spreadsheets using formulas and functions.
  - To gain a basic understanding of designing presentations using texts, images, and tables.
  - To gain a basic understanding of creating databases including multiple tables, forms, and reports.
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**Evaluation**

Exam #1: EXCEL	25%	Quizzes	20%
Exam #2: POWERPOINT	20%	Participation	10%
Exam #3: ACCESS	25%		

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**Note: Assignments and the project are considered for the final mark if the exams are passed**

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**Text(s) and Equipment**

Exploring Microsoft Office 2000 – 1/e  
Robert T. Grauer , Prentice Hall

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**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

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Developed by:	Masoud Jalili	Date:	Dec 11, 2000
	Instructor Name & Department (signature)		

Approved by: \_\_\_\_\_  
Associate Dean/Dean Name & Department (signature)

Start Date: Dec 11/2000

Week of	Outcome/Material Covered
Jan 3	LEC: No Lecture LAB: Introduction to the course, file management, and Excel
Jan 8	LEC: Formatting Spreadsheets LAB: Excel Chapter 1
Jan 15	LEC: Copy/ Move ranges – Mixed addresses LAB: Excel Chapter 2-
Jan 22	LEC: Formulas and Functions I LAB: Excel Chapter 3
Jan 29	LEC: Formulas and Functions II LAB: Excel Chapter 3
Feb 5	LEC: Graphs and Charts LAB: Excel Chapter 4
Feb 12	LEC: <b>Review</b> LAB: <b>Excel Exam</b>
Feb 19	LEC: Introduction to PowerPoint LAB: PowerPoint Chapter 1
Feb 26	LEC: Adding Text, Images, and Tables LAB: PowerPoint Chapter 2
Mar 5	LEC: Animations, and Charts LAB: PowerPoint Chapter 3
Mar 12	<b>SPRING BREAK:</b> No Classes
Mar 19	LEC: Animations, and Charts LAB: PowerPoint Chapter 3
Mar 26	LEC: <b>Review</b> LAB: <b>PowerPoint Exam</b>
Apr 2	LEC: Introduction to databases LAB:-Access Chapter 1
Apr 9	LEC: Introduction to databases LAB:-Access Chapter 1
Apr 16	LEC: Tables and Forms LAB: Access Chapter 2
Apr 23	LEC: Tables and Forms LAB: Access Chapter 2
Apr 30	LEC: Queries and Reports LAB: Access Chapter 3
May 7	LEC: Queries and Reports LAB: Access Chapter 3
May 14	LEC: <b>Review</b> LAB: <b>Review</b>
May 21	LEC: <b>Final Examination Week</b>