BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business

COURSE NAME: BUSA 1600 – Computer Applications I	DATE: August-2001
TAUGHT BY: Ed Bosman / Eddy Fung / Masoud Jalili	
TAUGHT TO: School of Business – MGTS – MKTG - LHRM	

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

Instructor	Office (SE6)	E-mail
Ed Bosman	326	ebosman@bcit.ca
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Ron Kessler	305	rkessler@bcit.ca
Masoud Jalili	326	mjalili@bcit.ca
Office Hours: **AS POSTED outside Instructor offices**		

Pre-requisites: OPMT 1600 is a prerequisite for BUSA 2650 (Computer Applications II) and BUSA 2660 (Computer Applications III)

Course Goals:
- To gain a basic understanding of Windows 2000 and MS Word
- To gain a basic understanding of Internet Explore
- To gain a basic understanding of MS PowerPoint
- To gain a basic understanding of MS Excel

Evaluation

Policy:
1. If your weighted average exam marks is below 50%, you will have failed this course – in this event, your lab assignments mark will not be considered as a part of your final mark.
2. Compliance with the "Course Notes (Policies and Procedures)" sections (see page 3).

Exams	#1	W2000 and IE5	15%
	#2	MS Word2000	25%
	#3	MS PowerPoint2000	25%
	#4	MS Excel2000	25%
Lab Assignments			10%

Text(s) and Equipment

Required:
1. "Exploring Microsoft Office 2000 Professional, Right Phit Custom Edition" by Grauer and Barber, ISBN: 0-13-074015-2.
2. One (1) box of high density 3.5 inch floppy diskettes.

Course Record:

Developed by:	Ed Bosman / Masoud Jalili	**Date:**	August-2001
	Instructor		
		Date:	
Revised by:			
	Instructor		
		Date:	
Approved by:			August-2001
	Associate Dean		

Course Notes (Policies and Procedures)

- *Assignments*: Late assignments or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor. All material submitted which is not the work of the author(s) must be documented or the material will be treated as plagiarized.
- *Attendance*: The attendance policy as outlined in the current BCIT Calendar will be enforced.
- *Course Outline Changes*: The instructor may change the material specified in this course outline. If changes are required, they will be announced in class.
- *Ethics*: BCIT assumes that all students 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 assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.
- *Illness*: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects or exams. At the discretion of the instructor, you may complete the work missed or have the work prorated (i.e. an average is given according to your performance throughout the course).
- *Makeup Tests, Exams or Quizzes*: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for documented medical reasons.
- *Labs*: Lab attendance is mandatory. Lab exercises are due at the end of the lab period.
- *Files.* You must have copies of all computer files that are submitted, whether they are submitted in printed (e.g. graphs) or electronic format. If a submitted computer file cannot be read, you must have a backup copy. Submitting disks with viruses will result in a mark of 0 on the assignment. A second submission of an infected disk will result in the instructor refusing to accept disks from you, and the consequent loss of marks entailed
- *Email.* You must check your email each day you are at BCIT. This term that is Tuesday through Thursday.
- *I.D. Requirement 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 driver's license. Please see BCIT Policy #5300, Formal Invigilation Procedures.

Supplemental Course Notes (Policies and Procedures)

- *Lab Assignments*: Due within 1 week of their assignment and <u>at the beginning</u> of the next laboratory period.
- *Laboratory Exercises*: If you are unable to complete the hands-on text book exercises during the lab period, you are expected to finish them <u>before the beginning</u> of the next laboratory period.
- *Reading*: You are expected to read the appropriate text book sections prior to the laboratory and lecture.

This **schedule** is subject to change at the discretion of the instructor (e.g., Laboratory Assignments may be assigned earlier or later than shown).

Week	Week Starting Monday	TOPICS
1	Sept. 3	**Lecture/Lab:** Essentials of W2000 (**Lecture/Labs start on Sep 5**)
2	Sept. 10	**Lecture/Lab:** W2000 / File management
3	Sept. 17	**Lecture/Lab:** Welcome to Cyberspace *Sept. 19: Shinerama Day – All classes cancelled*
4	Sept. 24	**Lecture/Lab:** Search Engines
5	Oct. 1	**Lab:** Introduction to MS Word / Gaining Proficiency **Lecture: Exam #1: W2000 and IE5**
6	Oct. 8	**Lecture/Lab:** MS Word, Enhancing a Document *Oct. 8: Thanksgiving Day – BCIT closed*
7	Oct. 15	**Lecture/Lab:** MS Word, Advanced Features
8	Oct. 22	**Lecture: Exam #2: MS Word**
9	Oct. 29	**Lecture/Lab:** Introduction to PowerPoint
10	Nov. 5	**Lecture/Lab:** MS PowerPoint Gaining Proficiency
11	Nov. 12	**Lecture/Lab:** MS PowerPoint Enhancing a Presentation *Nov. 12: In Lieu of Remembrance Day – BCIT closed*
12	Nov. 19	**Lecture: Exam #3: MS PowerPoint** **Lab:** Introduction to MS Excel.
13	Nov. 26	**Lecture/Lab:** MS Excel Gaining Proficiency
14	Dec. 3	**Lecture/Lab:** MS Excel Spreadsheets and Decision Making.
-	Dec. 10	**Final Exam Week** **Exam #4: MS Excel.**