



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

BUSINESS ADMINISTRATION DEPARTMENT

Occupational Health and Safety

Microcomputer Software 1

BUSA1610 COURSE OUTLINE

LEVEL 1

OCHS

Instructor(s)

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Prerequisites

None.

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

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

Quiz #1: Windows & Computer Essentials	20%
Quiz #2: Word	20%
Quiz #3: Internet Explorer and the Web	10%
Quiz #4: Excel	20%
Quiz #5: PowerPoint	10%
Assignments*	20%
TOTAL	100%

*Various assignments will be given based on textbook tutorials and topics in the field of OCHS. Students are expected to do the tutorials in order to complete the assignments.

Text(s) and Equipment

The Right Phit, Robert T. Grauer and Maryann Barber, Prentice Hall (ISBN 0-13-074015-2)

One box of 10 - 3½" diskettes (1.44 MB size) formatted (it is less expensive to buy a box of 10 disks rather than single disks).

OR

Two or three formatted 100MB Zip disks

Effective Date: September 5, 2001

Week of	Outcome/Material Covered
Sept. 3	LEC: Orientation – no lecture LAB: Lab Procedures
Sept. 10	LEC: Essential Computing Concepts LAB: Essentials of Windows
Sept. 17	LEC: Selecting a Computer LAB: Word Chapter 1; What will Word Processing do for Me? Word Chapter 2; Editing & Formatting
Sept. 24	LEC: Quiz: Essential Computing Concepts, Essentials of Windows LAB: Word Chapter 3; The Web & Other Resources
Sept. 31	LEC: Word; Report Design LAB: Word Chapter 4; Outlines, Tables, Styles and Sections
Oct. 7	LEC: Internet and the Web LAB: Internet Explorer Ch. 1 & 2; The internet and world wide web/Finding Information on the Web
Oct. 14	LEC: Introduction to Excel LAB: Quiz: Word, Chapters 1 – 4 and lecture material Excel: Chapter 1; What is a Spreadsheet?
Oct. 21	LEC: Excel Spreadsheet design tips LAB: Excel: Chapter 2; Copying, Formatting and Isolating Assumptions
Oct. 28	LEC: Quiz: Internet and the Web LAB: Excel: Chapter 3; Decision Making: What if?
Nov. 4	LEC: Excel: Graph Presentation LAB: Excel: Chapter 4; Graphs & Charts
Nov. 11	LEC: Introduction to PowerPoint LAB: Quiz: Excel Ch. 1 – 4 and lecture material PowerPoint Ch. 1; Presentations Made Easy
Nov. 18	LEC: PowerPoint Presentation tips LAB: PowerPoint Ch. 2; Slide Show Tools, the Web and Slide Masters
Nov. 25	LEC: Wrap up and evaluation LAB: Quiz: PowerPoint Ch. 1-2 and lecture material
Dec. 2	LEC: Final Exam Week LAB: No labs