

School of Business

COURSE OUTLINE FOR: BUSA1620	Date: January 2002
TAUGHT BY: Business Administration	
TAUGHT TO: School of Business	
<i>Program: Broadcast</i>	
<i>Option: Journalism</i>	

Hours/Week	2	Total Hours:	24	Term/Level:	2
<i>Lecture:</i>					
<i>Lab:</i>	2				
<i>Other:</i>		Total Weeks:	12	Credits:	

Instructor: David Meers	
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Office Hours: AS POSTED	

Pre-requisites: none

Short Course Description and Goals: To improve students use of microcomputer technology.

Evaluation:		
<i>Policy:</i>		
Exams	60	%
Assignments	40	%
Total	100	%

Text(s) and Equipment:
Required: none required
Recommended:

Prior Learning Assessment Method: N/A

Course Record:	
Developed by: David Meers	Date: January 9, 2002
Revised by:	Date:
Approved by: Chris Clark <i>Chris Clark</i>	Date: <i>Jan '02</i>

Course Learning Outcomes:

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

- Use Windows Operating system
- Import/export files
- Find the power button
- Use Microsoft PowerPoint
- Create simple web graphics

Course Notes (Policies & 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.
- **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 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, test, projects or exam. 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 or extenuating circumstances.
- **Labs:** Lab attendance is mandatory. Lab exercises are due at the end of the lab period.
- **I.D. Required 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.

Assignment Details: Assignments will be handed out in class

***This schedule is subject to change at the discretion of the instructor:**

Week of	Material to be Covered	Assignment Due Prior to next week's lab
1. Jan 14	Essential of Windows 2000	Assignment 1. Windows 2000
2. Jan 21	PowerPoint 1	Assignment 2. PowerPoint 1
3. Jan 28	PowerPoint 2	Assignment 3. PowerPoint 2
4. Feb 4	PowerPoint 3 Exam 1	Assignment 4, PowerPoint 3
5. Feb 11	Exam Review Importing/exporting files	Assignment 5. Import/export
6. Feb 18	Email	Assignment 6. Mailing list
7. Feb 25	Web Research	Assignment 7. Web News Review
8. Mar 4	Exam 2	No Assignment
9. Mar 25	Exam Review Graphics 1	Assignment 8. Graphics 1
10. Apr 1	Graphics 2	Assignment 9. Graphics 2
11. Apr 8	CD Rom Production	Assignment 10. CD Creation
12. Apr 15	Exam 3	