



School of Business
Program: Post-Diploma

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 required in today's business environments.

Course Description

Uses lectures and hands-on computer time to accomplish course goals. Practical exercises focus on file management, presentation graphics, the use of the Internet and database management.

Evaluation

4 quizzes	60%
Lab exercises/assignments	10%
Final Examination	30%
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 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.
 - Use **MS-ACCESS** to organize large amounts of data.
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Course Record

Developed by: _____ Date: _____
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 2001
Associate Dean/Dean Name & Department
(signature)



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Effective Date: Fall 2001

Instructor(s)

Laura Nauman	Office No.:	SE-6 Rm 315	Phone: 451-6788
	Office Hrs.:	Posted on door	E-Mail: lnauman@bcit.ca

Text(s) and Equipment

Required:

New Perspectives on PowerPoint 2000	Zimmerman
Exploring Microsoft Access 2000 with VBA	Grauer/Barber

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

Schedule

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Week of/ Number	Outcome/Material Covered	Reference/ Reading	In Lab Quiz
1 – Sept 7	Introduction to the Course Hardware and Software Basics	handout	
2 – Sept 14	File Storage and File Management	Handout	
3 – Sept 21	Backup, Anti-Virus and Local Area Networks	Handout	Quiz #1 on File Management
4 - Sept 28	Finding Information on the Web	Handout	
5 – Oct 5	Creating Effective Presentations	PowerPoint Tutorial 1	
6 – Oct 12	Microsoft Office Interoperability	PowerPoint Tutorial 2	Quiz #2 on Finding Information on the Web
7 – Oct 19	No Lecture	PowerPoint Tutorial 3	
8 – Oct 26	Introduction to Microsoft Access	PowerPoint Tutorial 4	
9 – Nov 2	Database Basics	Access Ch. 1	Quiz #3 on PowerPoint Tutorials 1-2
10 – Nov 9	Designing Tables	Access Ch. 2 pp. 49-64	
11 – Nov 16	Designing Forms	Access Ch. 2 pp. 65-89	
12 – Nov 23	Creating Reports & Queries	Access Ch. 3 pp. 101-139	Quiz #4 on Access ch. 1 and Designing Tables
13 – Nov 30	Crosstab & Action Queries	Access Ch. 3 pp.140-149	
14 – Dec 7	Review for Final Exam		