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| COURSE OUTLINE FOR: BUSA 2610 – Software Systems | Date: January 2002 |
| TAUGHT BY: Business Administration | |
| TAUGHT TO: | |
| Program: OCHS | |
| Option: | |

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|-------------------|---|---------------------|----|--------------------|-------------|
| Hours/Week | | Total Hours: | 3 | Term/Level: | Winter 2002 |
| Lecture: | 1 | | | | |
| Lab: | 2 | | | | |
| Other: | | Total Weeks: | 12 | Credits: | 4 |

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| Instructor: Masoud Jalili | |
| Office No. SE6 - 326 | Phone: 604-451-6781 |
| E-mail: mjalili@bcit.ca | Fax: 604 - 439-6700 |
| Office Hours: AS POSTED | |

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| Pre-requisites: BUSA 1610 |
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| Short Course Description and Goals (from Calendar): Learning the basic skills and knowledge for spreadsheets (MS Excel) and databases (MS Access) |
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| Evaluation: | | |
| <i>Policy: Lab attendance is mandatory</i> | | |
| Excel Exam | | %30 |
| Access Exam | | %30 |
| Quizzes | | %20 |
| Assignments | | %20 |
| Total | | %100 |

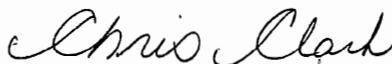
Text(s) and Equipment:
Required:

1. "Exploring Microsoft Office 2000 Professional, Right Phit Custom Edition" by Grauer and Barber, ISBN: 0-13-074015-2.
2. "Mastering Excel" by "James Gips" – John Wiley & Sons, Inc.- ISBN : 0-471-16372 - 4

Recommended:

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| Prior Learning Assessment Method: <i>(enter N/A if not available)</i> |
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Course Record:

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|--|-----------------------------------|
| Developed by: (Instructor) Masoud Jalili | Date: December 17, 2001 |
| Revised by: (Instructor) | Date: |
| Approved by: (Associate Dean -signature req'd)  | Date: December 19, 2001 |

Course Learning Outcomes:

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

- *Design a basic spreadsheet to calculate and display different business scenarios*
- *Use various functions in the areas of Financial, Logical, statistics, and Date and Time*
- *Design a basic database to manage businesses*
- *Create Queries, Forms, and Reports*

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. Assignments and projects are considered toward the final grade if you pass the exams.
- **Labs:** Lab attendance is mandatory. Assignments are due in one week unless specified otherwise.
- **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:

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

| Week of | Material to be Covered | Chapter Readings |
|----------------|--|-------------------------|
| Jan 3 | LEC: No Lecture LAB: Introduction to the course, Excel Fundamentals | Chapter 1-3 |
| Jan 7 | Simple Operations | Excel Chapter 4-5 |
| Jan 14 | Relative vs. absolute addressing | Excel Chapter 6-7 |
| Jan 21 | Charts and Multiple Worksheets | Excel Chapter 8-10 |
| Jan 28 | Logical Functions | Excel Chapter 11-12 |
| Feb 4 | Date/Time and Financial Functions | Excel Chapter 13-14 |
| Feb 11 | LEC: Lists | Excel Chapter 16 |
| Feb 18 | Decision Making | Excel Chapter 18 |
| Feb 25 | Projects | |
| Mar 4 | Review, Excel Exam | |
| Mar 11 | SPRING BREAK: No Classes | |
| Mar 18 | Introduction to databases | Chapter 1 |
| Mar 25 | Introduction to databases | Chapter 1 |
| Apr 1 | Tables and Forms | Chapter 2 |
| Apr 8 | Tables and Forms | Chapter 2 |
| Apr 15 | Queries and Reports | Chapter 3 |
| Apr 22 | Queries and Reports | Chapter 3 |
| Apr 29 | Projects | |
| May 6 | Projects | |
| May 13 | LEC: Review LAB: Review | |
| May 20 | LEC: Final Examination Week | |