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| COURSE OUTLINE FOR: BUSA2660 | Date: March 2003 |
| TAUGHT BY: Business Administration | |
| TAUGHT TO: Business Administration | |
| <i>Program: First Year Diploma Program</i> | |
| <i>Option: HRMG; IMST; ITMG</i> | |

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|-------------------|---|---------------------|----|--------------------|-----|
| Hours/Week | | Total Hours: | 3 | Term/Level: | 2 |
| Lecture: | 1 | | | | |
| Lab: | 2 | | | | |
| Other: | | Total Weeks: | 10 | Credits: | 2.0 |

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| Instructor: Matt Baxter | |
| Office No. SE6-309 | Phone: 604-432-8210 |
| E-mail: mbaxter@bcit.ca | Fax: 604-439-6700 |
| Office Hours: AS POSTED ON OFFICE DOOR | URL: http://www.faculty.org/matt |

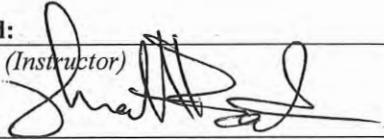
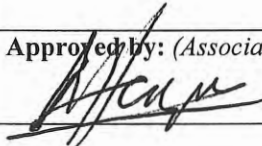
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| Pre-requisites: BUSA1600 |
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| Short Course Description and Goals: This course builds on earlier courses as it continues to expose students to the use of microcomputer technology, from the perspective of a business user. Microsoft Access will be used to introduce students to basic database management. FrontPage will be used to introduce students to basic Web publishing. |
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| Evaluation: | | |
| <i>Policy:</i> | | |
| Midterm Exam | 45 | % |
| Final Exam | 45 | % |
| Participation | 10 | % |
| Total | 100 | % |

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| Text(s) and Equipment: |
| Required: |
| <ul style="list-style-type: none"> Exploring Microsoft Office XP Volume I by Robert T. Grauer and Maryann Barber ISBN 0-13-034265-3. (The text was used in BUSA1600) Microsoft FrontPage 2002 Introductory by Jessica Evans, Course Technology ISBN 0-619-04463-2 |

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| Prior Learning Assessment Method: N/A |
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| Course Record: | |
| Developed by: (Instructor)  | Date: MARCH 6, 2003 |
| Revised by: (Instructor) | Date: |
| Approved by: (Associate Dean -signature req'd)  | Date: March 10 / 2003 |

Course Learning Outcomes:

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

- Create basic database files using Microsoft Access.
- Create basic Web documents using FrontPage.

Course Notes (Policies & Procedures)

- **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 or posted on the instructor's Web site.
- **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.
- **I.D. Required in Examination Centres:** In order to write exams, students are *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.

Course Materials:

Go to the Web page: <http://www.faculty.org/matt/> and click on the button called "**Course Materials**"

To access the materials for this course, you will need the following:

User Name: _____

Password: _____

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

| Week of | Lectures | Labs |
|---------|---|---------------------------|
| Mar. 17 | Database Basics | Access Ch. 1 |
| Mar. 24 | Designing Tables; Data types | Access Ch. 2 |
| Mar. 31 | Queries; Business Questions | Access Ch. 3 |
| Apr. 7 | Relational Databases | FrontPage Tutorial 1 |
| Apr. 14 | Midterm Exam | FrontPage Tutorial 2 |
| Apr. 21 | Web Publishing | FrontPage Tutorial 3 |
| Apr. 28 | Web Publishing | FrontPage Tutorial 4 |
| May 5 | Web Publishing | FrontPage Tutorial 5 |
| May 12 | Final Exam (could be held on any day of the week i.e. Monday through Friday) | No lab, course completed. |
| May 19 | May 20 - 23 Final Exam Week (No exam for this course during the Final Exam Week) | |