



A POLYTECHNIC INSTITUTION

School of Business
Program: Broadcast
Option: TV / Journalism

Course Outline

BUSA 1620
Computer Applications I

Start Date: September 2005

End Date: December 2005

Total Hours: 45 **Total Weeks:** 15

Term/Level: 1 **Course Credits:** 3

Hours/Week: 3 **Lecture:** 1 **Lab:** 2

Shop: **Seminar:** **Other:**

Prerequisites

BUSA 1620 is a Prerequisite for:

Course No. Course Name

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N/A N/A

N/A

Course Calendar Description and Goals

Develops skills in word processing, spreadsheets, and databases using MS Windows-based software. Also includes the use of Internet features such as WWW, search engines, news groups, Web chat and integration with other business applications.

v Evaluation

Lab Exercises	15	%	Comments: Policy: 1. Achieve a minimum average 50% quiz and lab exercise mark, before any account of group assignment marks is made. If you do not achieve a minimum average 50% quiz and lab exercise final mark, you will have failed this course – in this event, your group assignments mark will not be considered as a part of your final mark. 2. The relevant lab exercise must be completed in order for the respective quiz to count otherwise a quiz mark of zero will be given. 3. Compliance with the “Course Notes (Policies and Procedures)” sections (see page 3).
Quiz: File Mgmt., Computer Literacy and PowerPoint	10	%	
Quiz: MS Word	10	%	
Quiz: MS Excel	20	%	
Quiz: MS Office Integration, Contemporary Issues in Computing	10	%	
Group Assignment 1 (MS PowerPoint)	10	%	
Group Assignment 2 (MS Word)	15	%	
Group Assignment 3 (MS Excel)	10	%	
TOTAL	100	%	

Course Learning Objectives

File Management:

- Learners will be able create effective storage systems in Windows XP
- Learners will be able to effectively transfer files between multiple users, systems, and platforms

Integration, Collaboration & Critical Thinking

- Given a business scenario, learners will be able to seamlessly integrate data and files within MS Excel, MS Word, and MS PowerPoint
- Students will have an understanding of common approaches of integrating MS Office Suite Applications with other software programs

- *Students will employ critical thinking to determine the best MS Office Application tool and approach for a given business scenario and will be able to use MS Office help and Internet search engine functionality to solve problems independently*
- *Students will employ advanced MS Office tools and functionality to significantly boost speed and accuracy of their work*
- *Learners will learn the capabilities and limitations of MS Office security functionality within a collaborative work environment*

Contemporary Issues in Computing

- *Learners will develop an understanding of the legal and ethical issues involved with utilizing computer applications*
- *Learners will learn how to effectively collaborate with computer professionals within the organization*
- *Learners will be able to explain important trends emerging within information technology that will impact business professionals*

Computer Hardware & Software

- *Learners will develop an understanding of the legal and ethical issues involved with utilizing computer applications*
- *Develop an understanding of computer hardware and OS software and how they work together*
- *Develop proficiency in the use of basic windows features*
- *Learners will learn how to enhance the security of their computer*
- *Learners will learn how to access BCIT computer resources*

MS PowerPoint

- *Learners will be able to create a business presentation using PowerPoint*
- *Learners will be able deliver and output a power point presentation to a variety of modalities*
- *Learners will be able to add more complex sound, animation and graphics into a presentation*

MS Word

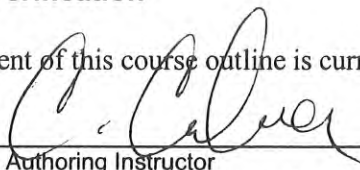
- *Develop the capability to produce effective business reports and documents based on company requirements*
- *Use Word to produce professional business communications*
- *Develop proficiency in the use of productivity tools to minimise time spent on producing business documents*

MS Excel

- *Develop proficiency in using MS Excel and thinking critically to build business models, enabling "what-if" analysis to aid in decision making*
- *Entering data and managing data within a single Excel spreadsheet or multiple spreadsheets*
- *Given a business scenario, learners will demonstrate proficiency in using functions and formulae to manage the processes that transform inputs to outputs*
- *Given a business scenario and inputs and processes, learners will be able to effectively communicate model outputs via charts and reports*

Course Content Verification

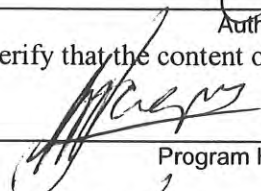
I verify that the content of this course outline is current
Charlotte Culver



August 30, 2005

Date

I verify that the content of this course outline has been reviewed



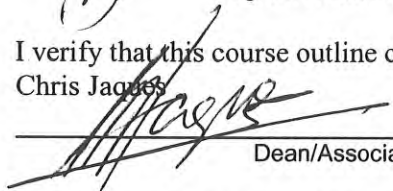
Program Head/Chief Instructor

Sept 8 / 2005

Date

I verify that this course outline complies with BCIT policy.

Chris Jacques



Dean/Associate Dean

Chris Jacques Sep 8 / 2005

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

Instructor(s)

Charlotte Culver

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Learning Resources

Required:

1. New Perspectives on Microsoft Office PowerPoint 2003, Comprehensive New Perspectives on Microsoft Office PowerPoint 2003, Comprehensive (0619213760) , New Perspectives on Microsoft Office Word 2003, Introductory, CourseCard Edition (1418839108), New Perspectives on Microsoft Office Excel 2003, Introductory, CourseCard Edition (141883906X), SAM 2.5 CD-ROM; The above three textbooks are bundled together with the SAM 2.5 CD-ROM. The CD in turn comes with a PIN code which is required to take quizzes. This must be purchased and will be used starting the first day of classes.
 2. Microsoft Office Excel Module 1: An Introduction to Worksheets and Charts (May 2005 Revision) by Chris Clark
 3. A USB hard drive or one (1) box of high density 3.5 inch floppy diskettes. Some labs support 250MB or 100 MB Zip disk, but these are being phased out.
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BCIT Policy Information for Students

- *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 lab, quiz or exam for all parties involved and/or expulsion from the course. Various measures have been taken to detect cheating in both the written and practical exams for this course.
 - *Makeup Exams or Quizzes:* There will be no makeup exams or quizzes. If you miss an exam or quiz, you will receive zero marks. Exceptions may be made for documented medical reasons or extenuating circumstances that can be confirmed.
 - *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 complete the work missed or have the work prorated (i.e. an average is given according to your performance throughout the course).
 - *Labs:* Lab attendance is mandatory. As per BCIT policy, a student may be prohibited from completing a course if they are absent, without just cause, from more than 10% of the labs. 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 and time. Lab work handed in late will not be accepted.
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Assignment Details

- There will be three (3) group assignments worth 35% of your total grade. Details of requirements will be given later in the term during lectures. **To be given credit for the assignments, students must achieve at least a 50% average on all quizzes and lab exercises.**
- If your lab is cancelled due to a holiday or for other reasons, you are still responsible for completing the material covered that week.
- All assignments are to be uploaded or handed in, as appropriate, **before** or at the beginning of your lab period in the due date week. Printers may be out of paper or having temporary problems, and students should not depend on equipment being available at all times.
- All assignments will be uploaded to a network folder as designated by your instructor (consult with your instructor for details about this). The assignment naming convention shall be as follows (the example is for a Word assignment submitted by a student with the surname Lee):

Lee WORD Assign 2.doc

If someone in your set has the same surname, then place your first name initial(s) after your surname to distinguish yourself from a fellow student with the same surname (in this example, there was another student in the set with the “Lee” surname, so the letter “K” for “Kim” was placed after the surname):

Lee K WORD Assign 2.doc

- Failure to observe the above naming convention will result in an automatic 10% deduction from your assignment mark. Files without a file extension (the file icon will appear as a Windows logo instead of a PowerPoint, Word or Excel icon) or that have not been uploaded to the appropriate folder will receive an automatic 0%.

Lab Exercises

There will be ten (10) exercises worth 15% of your total grade. **The relevant lab exercise must be completed prior to the respective quiz for the quiz to count otherwise a quiz mark of zero will be given.** Most exercises can be accomplished during lab time if the pre-readings and tutorials have been completed beforehand. The exercises must be done on an **individual** basis, unless otherwise stated.

In-Lab Quizzes

There will be four (4) quizzes worth 50% of your total grade. These will be scheduled “closed book, closed notes” quizzes. They will be based on the assigned reading, lab exercises and lectures.

Final Exam

There is no final exam for this course.

Schedule

	Date	Lecture	Lab	Notes
Week 1	Sept. 6 th to Sept. 9 th		Pre-assessment and academic honesty quiz (this quiz is mandatory but does not contribute to your grade),	
Week 2	Sept. 12 th to Sept. 16 th	Course overview, File Management PowerPoint Overview Assignment 1 (PowerPoint)	File Management	
Week 3	Sept. 19 th to Sept. 23 rd	PowerPoint overview	PowerPoint modules & exercises	Shinerama is tentatively scheduled for Wednesday, Sept. 21 st . **
Week 4	Sept. 26 th to Sept. 30 th	PowerPoint Delivery and Advanced Special Effects	PowerPoint modules & exercises	
Week 5	Oct. 3 rd to Oct. 7 th	Word overview and creating a Multiple-Page Report; Assignment 2 (Word)	Quiz 1 – File Management, Computer Technology Literacy, and PowerPoint Word modules & exercises	Assignment 1 due prior to start of lab
Week 6	Oct. 10 th to Oct. 14 th		Word modules & exercises	No labs on Monday, Oct. 10 th due to the Thanksgiving statutory holiday. **
Week 7	Oct. 17 th to Oct. 21 st	Word: Creating Styles, Outlines, Tables, and Tables of Contents	Word modules & exercises	
Week 8	Oct. 24 th to Oct. 28 th	Excel Overview Assignment 3 (Excel)	Excel modules & exercises	
Week 9	Oct. 31 st to Nov. 4 th	Excel: Working with Charts and Graphics	Quiz 2 – Word Excel modules & exercises	Assignment 2 due prior to start of lab
Week 10	Nov. 7 th to Nov. 11 th	Excel: Working with Multiple Worksheets and Workbooks	Excel modules & exercises	
Week 11	Nov. 14 th to Nov. 18 th	MS Office Productivity Boosters Computer Technology Literacy	Excel modules & exercises	No labs on Friday, Nov. 11 th due to the Remembrance Day statutory holiday. **
Week 12	Nov. 21 st to Nov. 25 th	MS Office integration, and Third Party Software Integration	Quiz 3 – Excel MS Office integration and collaboration modules & exercises	Assignment 3 due prior to start of lab
Week 13	Nov. 28 th to Dec. 2 nd	Ethics and Legal Issues in Computing	MS Office integration and collaboration modules & exercises	
Week 14	Dec. 5 th to Dec. 9 th		Quiz 4 – MS Office Integration & Contemporary Issues in Computing -- hands-on and online format	
Week 15	No final exam during the Dec. 12 th to 16 th exam week			