School of Business
Program: Marketing Management
Option: All

Start Date:	March 20, 2006					**End Date:**	May 19, 2006		

Total Hours:	30	**Total Weeks:**	10			**Term/Level:**	2B	**Course Credits:**	2	
Hours/Week:	3	**Lecture:**	1	**Lab:**	2	**Shop:**		**Seminar:**		**Other:**

Prerequisites		**is a Prerequisite for:**	
Course No.	**Course Name**	**Course No.**	**Course Name**
BUSA 1600	Computer Applications 1	none	

Course Description

Builds on the 1600 course by expanding on the managerial approach developed in that course. This course will concentrate on more complex spreadsheet management tasks using a popular spreadsheet package. In addition, the course will introduce the student to the database program, Microsoft Access.

Evaluation

Comments: **Students must achieve at least 50% on the individual components before credit is given for the group project.**			
Final Examination	None	%	
Midterm Tests	None	%	
Quizzes (3 - Excel)	45	%	Individual Work
Lab Assignments	25	%	Individual Work (15% Excel, 10% Access)
MS Access Project	30	%	Group Work
Total	100		

Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

•	Use correct terminology for spreadsheet applications.
•	Solve financial/business problems using related functions.
•	Create, format, and export charts and graphs.
•	Create and modify a simple table of information using Access
•	Design forms, queries & reports for use with the database information using Access

I verify that the content of this course outline is current.

David Meers _____   February 16, 2006 _____
                    Authoring Instructor   Date
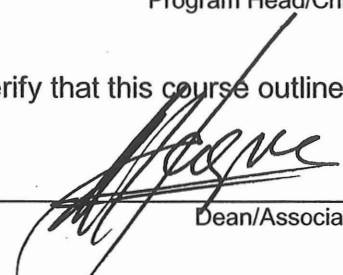
I verify that this course outline has been reviewed.

_____   _____
            Program Head/Chief Instructor   Date

I verify that this course outline complies with BCIT policy.

_____   _____
                Dean/Associate Dean   Date

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

Instructor(s)

Sets A, D, E, H, J, M	Sets B, C, F, G, K, L
Instructor: Charlotte Culver	**Instructor:** David Meers
Office No. SE6 – 307	**Office No.** SE6 – 317
E-mail: cculver@bcit.ca / **Phone:** 604.412.7510	**E-mail:** dmeers@bcit.ca / **Phone:** 604.412.7496
Office Hours: as posted on office door	**Office Hours:** as posted on office door

Learning Resources

Required:

Essentials: Microsoft Access 2003 Level 1, 4/E, Pamela R. Toliver, Prentice Hall, 2004, ISBN: 0-13-143575-2

Recommended:

Microsoft Office Excel 2003, New Perspectives. Parsons, Oja, Ageloff, Carey.

Course Website for Updates, News and Lecture Slides: www.sob.bcit.ca/davidm

Information for Students

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

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. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

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.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

Excel QUIZZES (45%)

There will be three Excel hands-on quizzes (15% each) given at the start of the lab beginning in week 2. Quizzes will be given only once and will be based on material covered in the week prior to the quiz.

Lab ASSIGNMENTS (15%)

All lab assignments are due by the end of each lab. Details will be provided by your lab instructor.

Project (40%)

One group project will be completed. Details of the project are found in Share Out. The project may be completed in teams of no more than three people. (groups of one or two or three students) The groups are self-selected from within your set. Groups must indicate members when signing up. No changes are permitted to your group once signup has been completed. Marks for the project are awarded equally to all members of the group. Each student MUST sign up for the project with their lab instructor.

Week #	Week of	Lecture Material to be Covered	Lab Work	Assignments (file to Share In , no printouts) Due by end of lab
1	20 – 24 Mar	Excel I: Review of fundamentals	Excel lab 1 (details provided by lab instructor)	Excel lab 1
2	27 - 31 Mar	Excel II: Intro to nested functions	**Excel Quiz 1** Excel lab 2 (details provided by lab instructor)	Excel lab 2
3	3 – 7 Apr	Excel III: Financial functions	**Excel Quiz 2** Excel lab 3 (details provided by lab instructor)	Excel lab 3
4	10 - 14 Apr	Excel IV: Charts and graphs	Excel lab 4 (details provided by lab instructor)	**Good Friday – April 14 - no classes*** Excel lab 4
5	17 - 21 Apr	Introduction to relational databases	**Excel Quiz 3 (Tue-Fri labs)** Access chapter 1 assignment	**Easter Monday – April 17 - no classes*** Access lab 1
6	24 – 28 Apr	Creating and designing a table, forms	**Excel Quiz 3 (Mon labs)** Access chapter 2 assignment	Access lab 2
7	1 – 5 May	Reports and queries	Access chapter 3 assignment **Signup for project option**	Access lab 3
8	8 - 14 May	Project overview	Project	
9	15 - 19 May	No Lecture	Project	Access Project due by midnight, May 19
10	23 - 28 May	**Final Exams - No Classes**		**Victoria Day – May 23 – no classes**

Please note:

* Students who miss a lab due to one of the following holidays are still responsible for completing the lab exercises due that week.

Friday April 14   **Good Friday – BCIT Closed – no classes**

Monday April 17   **Easter Monday – BCIT Closed – no classes**

Monday May 22   **Victoria Day – BCIT Closed – no classes**