



A POLYTECHNIC INSTITUTION

School of Business
 Program: Broadcast
 Option: TV / Journalism

BUSA 1620
Computer Applications I

Start Date: September 2007

End Date: December 2007

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
N/A	N/A

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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.

Evaluation

Lab Exercises	30	%	Comments: Policy: 1. Student must achieve a minimum average of 50% on the combined quizzes to pass the course. No group marks will be given unless the average of 50% is achieved. 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: PowerPoint	15	%	
Quiz: Word	20	%	
Quiz: Excel	15	%	
Group Assignment (10% each)	20	%	
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

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

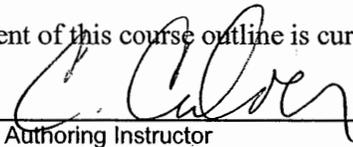
MS Excel

- 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

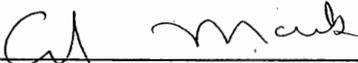


Authoring Instructor

June 30, 2007

Date

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



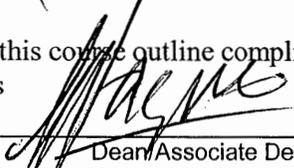
Program Head/Chief Instructor

17 Sept 107

Date

I verify that this course outline complies with BCIT policy.

Chris Jaques



Dean/Associate Dean

Sept 29 / 07

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 series on Word 2007, Excel 2007 and Powerpoint 2007 978-1-4283-7031-9
2. 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.

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 mixed 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.

Assignment Details

- There will be two (2) group assignments worth 20% of your total grade. Details of requirements will be given in a separate handout. **To be given credit for the group assignments, students must achieve at least a 50% average on all quizzes.**

Course Outline

(cont'd.)

- 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 end of your lab period in the due date week. Students should not depend on equipment being available at all times.
- The assignment naming convention shall be as follows. **lastname filename.docx**

Lab Exercises

There will be lab exercises worth 30% 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.** The exercises must be done on an **individual** basis, unless otherwise stated.

In-Lab Quizzes

There will be three (3) quizzes worth 55% 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

	Week of	Lecture	Lab	Notes
Week 1	Sept. 4 th to Sept. 7 th		Word Tutorial 1	*No classes Tues.
Week 2	Sept. 10 to Sept. 14	Word: overview, tables,	Word Tutorial 2 & 3	
Week 3	Sept. 17 to Sept. 21	Word: sections, headers & footers	Word Tutorial 4	
Week 4	Sept. 24 to Sept. 28	Word: styles, and tables of contents	Word Tutorial 5	*No classes Wed.
Week 5	Oct. 1 to Oct. 5	Word: sharing documents, embed and linking files	Word Tutorial 7	Group Assignment 1 due prior to start of lab
Week 6	Oct. 9 to Oct. 12		Excel Tutorial 1	*No classes Mon.
Week 7	Oct. 15 to Oct. 19	Excel Overview	Quiz 1 – Word	
Week 8	Oct. 22 to Oct. 26	Excel: formulas and functions	Excel Tutorial 2	
Week 9	Oct. 29 to Nov. 2	Excel: working with charts and graphics	Excel Tutorial 3	
Week 10	Nov. 5 to Nov. 9	Excel: Working with Multiple Worksheets and Workbooks	Excel Tutorial 4	Group Assignment 2 due prior to start of lab
Week 11	Nov. 13 to Nov. 16		PowerPoint Tutorial 1	*No classes Mon.
Week 12	Nov. 19 ^t to Nov. 23	PowerPoint: overview	Quiz 2 – Excel	
Week 13	Nov. 26 to Nov. 30	PowerPoint: delivery and advanced special effects	PowerPoint Tutorial 2	
Week 14	Dec. 3 to Dec. 7	Ethics and legal issues in computing	PowerPoint Tutorial 3	
Week 15	Dec. 10 to Dec. 14	Final Exam Week	Quiz 3 – PowerPoint	

*No classes will be held on:

- September 26 – Shinerama
- October 8 – Thanksgiving Monday
- November 12 – Remembrance Day