



A POLYTECHNIC INSTITUTION

School of Business

Program: Post Diploma Business Administration

Option:

BUSA1700
Computer Applications

Start Date: September 2007

End Date: December 2007

Total Hours: 42 **Total Weeks:** 14

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

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

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

Prerequisites

BUSA 1700 is a Prerequisite for:

Course No. Course Name

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N/A N/A

v Course Description

This course begins with a quick introduction to the BCIT lab system, a review of WINDOWS and a discussion of file management. The course then moves on to business software applications which may include presentation software (Microsoft PowerPoint), word processing (Microsoft WORD), and introductory concepts in database management (Microsoft ACCESS).

v Detailed Course Description

Lecture demonstrations supplemented by hands-on laboratory computer exercises afford students an understanding of basic computer terminology, hardware components and software applications as used in business. Practical exercises focus on databases (Microsoft Access), word processing (Microsoft Word), presentations and graphics (Microsoft PowerPoint), the Internet (Microsoft Internet Explorer) operating systems (Windows XP).

Evaluation

Lab Exercises* (10 @ 2% each)	20	%	Comments: Policy: 1. Students must achieve a minimum average 50% on their quiz and lab exercises before any account of group assignment marks is made. If you do not achieve a minimum average of 50% on your combined quizzes and lab exercises, 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. Compliance with the “Course Notes (Policies and Procedures)” sections (see page 3).
Quiz 1: File Mgmt. and PowerPoint	10	%	
Quiz 2: MS Word	10	%	
Quiz 3: MS Access	10	%	
Quiz 4: MS Office Integration, Contemporary Issues in Computing	5	%	
Group Assignment 1 (MS PowerPoint)	10	%	
Group Assignment 2 (MS Word)	10	%	
Group Assignment 3 (MS Access)	10	%	
Individual Assignment (e-Portfolio)	15	%	
		%	
TOTAL	100	%	

* Please note: All graded lab exercises must be completed individually by students while in their lab. Missed lab assignments cannot be re-submitted.

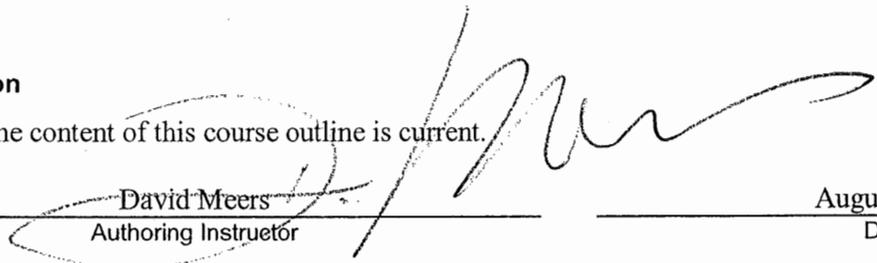
v Course Learning Outcomes/Competencies

Upon successful completion of the course, the student will be able to:

- Use and customize the Windows operating system environment
- Organize PC/network/Internet files and disk storage
- Use e-mail to send/receive mail and use a web browser to find information
- Use PowerPoint to produce presentations
- Use Word to produce professional business communications
- Use Access to create and manage databases

v **Verification**

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



David Meers
Authoring Instructor

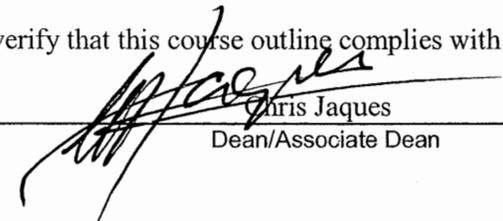
August 2007
Date

I verify that this course outline has been reviewed.

Bill Hooker
Program Head/Chief Instructor

September 2007
Date

I verify that this course outline complies with BCIT policy.



Chris Jaques
Dean/Associate Dean

Sept 04/07
September 2007
Date

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

v **Instructor(s)**

Please send course related questions using the myBCIT e-mail address provided – DO NOT USE THE PHONE FOR THIS – only leave phone messages about your inability to attend a class due to illness etc.

name	office	phone	email
David Meers	SE6-317	412-7496	dmeers@bcit.ca

v **Learning Resources**

Required:

Zimmermn/Zimmerman; New Perspectives on Microsoft Office PowerPoint 2007, Comprehensive, 001 {Course Technology, 2008} ISBN: 1423905938,
 Zimmermn/Zimmerman/Shaffer; New Perspectives on Microsoft Office Word 2007, Introductory, 001 {Course Technology, 2008} ISBN: 1423905814,
 Adamski/Finnegan; New Perspectives on Microsoft Office Access 2007, Introductory, 001 {Course Technology, 2008} ISBN: 1423905881,

A USB drive.

v Information for Students

The following statements are in accordance with the BCIT Student Regulations Policy 5002. To review the full policy, please refer to: <http://www.bcit.ca/~presoff/5002.pdf>.

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**. Failure to notify the instructor as soon as possible will likely result in no exception being made.

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.

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

Academic Misconduct:

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances are prohibited and will be handled in accordance with the 'Violations of Standards of Conduct' section of Policy 5002.

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 lecture or class.

Assignment Details

- Group assignments should be worked on in teams of 3 students from your set only
- The assignment naming convention for assignments submitted to the Share-In shall be as follows (the example is for a Word assignment submitted by three students with the Santarossa, Edwards, and Gonzales surnames):

Santarossa Edwards Gonzales 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 "Edwards" surname, so the letter "C" for "Carol" was placed after the surname):

Santarossa Edwards C Gonzales 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 Access icon) or that have not been uploaded to the appropriate folder will receive an automatic 0%.

Schedule

	Lecture (Wednesday)	Lab (Monday)	Notes / Due Dates
Week 1	<u>Sept. 5th</u> Course overview, File Management Computer Technology Literacy, Troubleshooting with Help and Search Engines, Security	No lab	
Week 2	<u>Sept. 12th</u> PowerPoint Overview, Assignment 1 (PowerPoint) instructions	Sept. 10 th . Pre-assessment, overview, accessing BCIT computer resources, File Mgt exercise.	
Week 3	<u>Sept. 19th</u> PowerPoint Delivery and Advanced Special Effects and <i>individual</i> e-portfolio assignment instructions	Sept. 17 th PowerPoint exercises	
Week 4	<u>Sept. 26th</u> No lecture – BCIT closed for Shinerama	Sept. 24 th PowerPoint exercises	
Week 5	<u>Oct. 3th</u> MS Word overview Assignment 2 (Word) instructions	Oct. 1 st Quiz 1 – File Management and PowerPoint (worth 10%) Word exercises	Assignment 1 (PowerPoint) due Oct. 3 rd 8:30 AM.
Week 6	<u>Oct. 10th</u> MS Word advanced features	Oct. 8 th No lab - Thanksgiving statutory holiday.	
Week 7	<u>Oct. 17th</u> Ethics and Legal Issues in Computing, Careers & Information Technology, & Trends in Computing	Oct. 15 th Word exercises	
Week 8	<u>Oct. 24th</u> MS Access Overview Assignment 3 (Access) instructions (group Access business model, worth 10%)	Oct. 22 nd Quiz 2 – Word (worth 10%) Access exercises	Assignment 2 (Word) due Oct. 26 th by midnight
Week 9	<u>Oct. 31st</u> Access Charting	Oct. 29 th Access exercises	
Week 10	<u>Nov. 7th</u> Access Functions	Nov. 5 th Access exercises	
Week 11	<u>Nov. 14th</u> No lecture	Nov. 12 th No Lab – Remembrance day.	Assignment 3 (Access) due Nov. 16 th at midnight
Week 12	<u>Nov. 21st</u> MS Office integration	Nov. 19 th Quiz 3 – Access (worth 10%) MS Office integration exercises	
Week 13	<u>Nov. 28th</u> No lecture	Nov. 26 th MS Office integration	Assignment 4 (individual e-Portfolio due Dec. 7 th , worth 15%)
Week 14	<u>Dec. 5th</u> No lecture	Dec. 3 rd Quiz 4 – MS Office Integration (worth 5%)	
Week 15	No final exam during the Dec. 10 th to 14 th exam week		