



POLYTECHNIC INSTITUTION

School of  
Program: Broadcast  
Option: TV / Journalism

Course Outline

**BUSA 1620**

**Start Date:** September 2010

**End Date:** December 2010

**Total Hours:** 45 **Total Weeks:** 14

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

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

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

**Prerequisites:** None

**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 PowerPoint 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

Assignments	20	%	<b>Comments:</b> <b>Policy:</b> 1. Student must achieve a minimum average of 50% on the combined quizzes to pass the course. 2. Compliance with the "Course Notes (Policies and Procedures)" sections (see page 3).
Quiz: PowerPoint	20	%	
Quiz: Word	20	%	
Quiz: Excel	20	%	
e-portfolio Assignment	20	%	
<b>TOTAL</b>	<b>100</b>	<b>%</b>	

### 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

#### 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

September 8, 2010

Date

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

Robert Riskin

Program Head/Chief Instructor

Sept 8/2010

Date

I verify that this course outline complies with BCIT policy.

Dean/Associate Dean

Sept 9 / 2010

Date

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

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**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.

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**BCIT Policy Information for Students**

- *Attendance:* The attendance policy as outlined in the current BCIT Policy 5101 will be enforced. Students are required to attend all classes. Attendance will be taken in labs and occasionally in lectures. Students who miss more than 10% of classes may be required to withdraw from the course thereby receiving a failing grade. If students are sick, a medical note is required to avoid these absences from counting towards the 10% limit.
- *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 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.

### Assignment Details

There will be weekly assignments worth 20% of your total grade. The exercises must be done on an **individual** basis, unless otherwise stated.

- If your lab is cancelled due to a holiday or for other reasons, you are still responsible for completing the material assigned that week.
- All assignments are to be completed during lab or lecture, as appropriate. Lab assignments must be submitted ***before the end of your lab period*** in the due date week.
- The assignment naming convention for files is as follows. **lastname filename.docx**

### e-Portfolio assignment

This assignment is to help you learn about computer application integration. You will create and customize a blog. The blog will allow you to present yourself and your work to potential employers. The e-portfolio assignment is an individual assignment worth 20% of your course grade. Details will be covered in [busa1620-2010.blogspot.com](http://busa1620-2010.blogspot.com)

### In-Lab Quizzes

There will be three (3) quizzes worth 60% of your total grade. These are 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 Complete
Week 1	Sept. 8 to Sept. 10	*No classes Tues.	Handout	*No classes Tues.
Week 2	Sept. 13 to Sept. 17	PowerPoint: overview, delivery and advanced special effects	Lab 1 assignment	PowerPoint Tutorials 1 & 2
Week 3	Sept. 20 to Sept. 24	e-Portfolio	Lab 2 assignment Complete Phase 1 of e-Portfolio	PowerPoint Tutorials 3 & 4
Week 4	Sept. 27 to Oct. 1		PowerPoint Quiz	
Week 5	Oct 4 to Oct. 8	Word: sections, headers & footers	Lab 3 assignment	WORD Tutorials 1&2
Week 6	Oct. 11 to Oct. 15	<i>No classes on Monday</i>	Lab 4 assignment	WORD Tutorials 3&4
Week 7	Oct. 18 to Oct. 22	Word: templates, styles, merge	Lab 5 assignment	WORD Tutorial 5
Week 8	Oct. 25 to Oct. 29	Word: sharing documents, embed and linking files	Lab 6 assignment	WORD Tutorial 7
Week 9	Nov 1 to Nov 5		Word Quiz	
Week 10	Nov. 8 to Nov. 12	Excel: formulas and functions <i>No classes on Thursday.</i>	Lab 7 assignment	EXCEL Tutorial 1
Week 11	Nov. 15 to Nov. 19	Excel: cell referencing and IF	Lab 8 assignment	EXCEL Tutorial 2
Week 12	Nov. 22 to Nov. 26	Excel: charts and graphics	Lab 9 assignment	EXCEL Tutorial 3
Week 13	Nov. 29 to Dec 3		Lab 10 assignment Complete Phase 2 of e-Portfolio	EXCEL Tutorial 4
Week 14	Dec. 6 to Dec. 10	Exam week	Excel Quiz	

No classes will be held on:

October 11 – Thanksgiving Day

November 11 – Remembrance Day

