



A POLYTECHNIC INSTITUTION

School of Business

Program: Post Diploma Business Administration

Option:

BUSA1700
Computer Applications**Start Date:** September 2010**End Date:** December 2010**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****Course No.** **Course Name**

N/A N/A

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).

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), and operating systems (Windows XP).

Evaluation

Group Projects	30	%
Lab Exercises	20	%
Quiz 1. Word/PPT	30	%
Quiz 2. Access	20	%
TOTAL	100	%

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

Verification

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

D. Meers
Authoring Instructor

August 2010
Date

I verify that this course outline has been reviewed.

I. Hall
Program Head/Chief Instructor

8 September 2010
Date

I verify that this course outline complies with BGIT policy.

D. Horspool
Dean/Associate Dean

Sept 9 / 2010
September 2010
Date

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

David Meers

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/BusinessIndex.aspx

Required:

Computer Info System Custom Publication for BUSA 1700, Grauer, Prentice Hall 2008, ISBN 0135117712
A USB hard drive.

Recommended:

- A USB hard drive.
- Microsoft Office XP or 2003/2007 Professional Version (includes ACCESS, EXCEL, WORD, POWERPOINT, etc.) software on a home computer. The labs have Microsoft Office 2003/2007 installed which is available to students during the scheduled labs and other ‘scramble’ time. Having the software and manuals available at home will be helpful, but is not required.

Information for Students

Any notices for the entire class will be sent through the myBCIT email system.

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 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 10% limit.

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.

v Assignment Details

Late assignments will **not** be accepted for marking. The lab assignments will be made up of computer application exercises. There will be adequate time in the lab periods to complete these exercises. There will also be time available outside the labs to complete the lab assignments. If a student is ill for a week and the lab requires a submission, a medical note will be required to obtain credit for the missed lab. Lab assignments must be done on

an individual basis unless otherwise specified by the instructor. **All labs must be completed within the assigned time period. Labs are due at 6:00 pm on the due date.**

The naming convention for lab assignments submitted to the Share-In is as follows:

LastNameFirstInitial.file extension (e.g., MeersD.docx or MeersD.accdb)

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Lab Assignment	Due Date
Sept. 6	Introduction/Office Fundamentals	Office Chapter 1	Hands-On 1,2,3 Ch. 1	Sept. 10
Sept. 13	Introduction to PowerPoint Project 1 requirements	PP Chapter 1	Hands-On 1,2,3,4 Ch. 1	Sept. 17
Sept. 20	Preparing Presentations	PP Chapter 2	Hands-On 1,2,3,4 Ch. 2	Sept. 24
Sept. 27	Presentation Design	PP Chapter 3	Hands-On 1,2,3 Ch. 3	Oct. 1
Oct. 4	Word Fundamentals	Word Chapter 1	Hands-On 1,2,3 Ch. 1	Oct. 8
		Project 1 due in Lab, Oct 7		
Oct. 11	Editing & Formatting	Word Chapter 2	Hands-On 1,2,3,4 Ch. 2	Oct. 15
Oct. 18	Word – Enhancing a Document	Word Chapter 3	Hands-On 1,2,3 Ch. 3	Oct. 22
Oct. 25	Quiz 1			
Nov. 1	Introduction to Access Designing Access Databases	Access Chapter 1 Access Chapter 2	Hands-On 1,2,3 Ch. 1 Hands-On 1,2,3 Ch. 2	Nov. 12
Nov. 8	No Lecture		No Lab – Remembrance day	
Nov. 15	Access Queries	Access Chapter 3	Hands-On 1,2,3 Ch. 3	Nov. 19
Nov. 22	Access Reports	Access Chapter 4	Hands-On 1,2,3 Ch. 4	Nov. 26
Nov. 29	No Lecture	Project 2 due Dec. 3		
Dec. 6	Quiz 2			