



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

Course No.	Course Name
N/A	N/A

BUSA 1700 is a Prerequisite for:

Course No.	Course Name
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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:

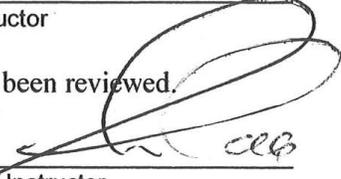
- Use and customize the Windows operating system environment
- Organize PC/network/Internet files and disk storage
- Use e-mail to send/receive mail and use a web browser to find information
- Use PowerPoint to produce presentations
- Use Word to produce professional business communications
- Use Access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

Verification

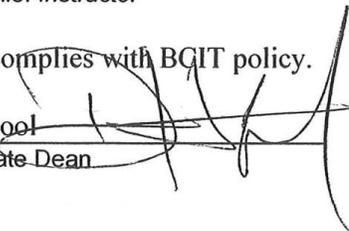
I verify that the content of this course outline is current.

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 BCIT 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.

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	Hands-On 1,2,3 Ch. 1	Nov. 12
		Access Chapter 2	Hands-On 1,2,3 Ch. 2	
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			