

# COURSE SYLLABUS



**COURSE TITLE:** BUS 140 – Business Information Technology  
**CLASS SECTION:** 002  
**TERM:** Winter 2025  
**COURSE CREDITS:** 3

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

## INSTRUCTOR DETAILS

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**NAME:** Heike Edam  
**EMAIL:** [edamh@camosun.ca](mailto:edamh@camosun.ca)  
**OFFICE:** CBA 261 on [Interurban Campus](#)

**OFFICE HOURS:** Online by arrangement, or in person Wednesdays 11 am – 12 pm

As your course instructor, I endeavour to provide an inclusive learning environment. If at any time you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

## CALENDAR DESCRIPTION

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This course provides an introduction to information systems, hardware, software, networks and communication technologies as they are applied in a business context. Word processing, spreadsheet, presentation, and file management software will be introduced.

**PREREQUISITE(S):** One of: C in English 11 C in Composition 11 C in Creative Writing 11 C in Literary Studies 11 C in New Media 11 C in Spoken Language 11 C in ENGL 070 C in ELD 092 and ELD 094 C in ELD 097 B in ENGL 050 (Prior to January 2020) B in ELD 072 and ELD 074 B in ELD 072 and ELD 080 - Must be completed prior to taking this course

**CO-REQUISITE(S):** None

**EXCLUSION(S):** None

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student will be able to:

- a. Identify the components of computer hardware.
- b. Explain how data is represented and processed in a computer system.
- c. Describe the features of contemporary corporate network infrastructure and key networking and communication technologies.
- d. Describe the infrastructure of the Internet and related protocols.
- e. Describe how social networking and other Internet applications apply to business.
- f. Identify computing risks, threats, and protection strategies.
- g. Use introductory concepts of coding.

- h. Use software up to an intermediate level for a variety of business applications including document production, spreadsheets, databases, and presentations and file management for local networked devices.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

### REQUIRED

- a. MyLab IT Access Code (includes full online version of textbook) purchased from Camosun Bookstore: ISBN 9780135402467 [Permalink](#)
- b. MS 365 account. **Free** for Camosun students to download on their personal computers. Information on that offer is here: <https://legacy.camosun.ca/services/its/other-services.html> Email [ITS](#) for assistance.

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Dates	Module	Topics	Activities and Due Dates
Week 1: January 6-10, 2025	<b>Module 1: Getting Started</b>	Getting Started, IT Fundamentals	File Management Assignment <b>due January 16 at 11:30pm</b>
Week 2: January 13-17, 2025		IT Fundamentals & Intro to Presentation Skills (PowerPoint)	HTML Programming Assignment <b>due January 16 at 11:30pm</b> IT Theory Assessment (Quiz) (5%) <b>due January 16 at 11:30pm</b>
Week 3: January 20-25, 2025	<b>Module 2: Presentation and Word Processing</b>	Presentation Skills (PowerPoint)	Activity: PowerPoint Themes <b>due January 23 at 11:30pm</b>
Week 4: Jan. 27-31, 2025		Word Processing, formatting, tabs and Tables	Activity: Document Presentation in Word <b>due January 30 at 11:30pm</b>  Assigned MyLabIT Word & PPT Simulations <b>due Feb. 6 at 11:30pm</b>
Week 5: Feb. 2-7, 2025		Word Pictures and Styles & APA references Excel Ch. 1 Introduction to Excel	Word Take-home Assessment (7%) distributed Feb 3, <b>due at 11:30pm, on Feb. 6</b>
Week 6: Feb. 10-15, 2025	<b>Module 3: Spreadsheets</b>	Excel Ch 2&7: Creating and Formatting a Worksheet, Formulas and Functions: Performing Quantitative Analysis	Assignment: Excel Pre-assessment quiz <b>due February 10 at 11:30pm</b>
Week 7: Feb. 17-22, 2025		<i>Family Day &amp; Reading Break</i>	
Week 8: Feb. 24- 28, 2025		Excel Ch. 4 Datasets and Tables: Managing Large Volumes of Data	Activity: Statistical, IF Lookup & Amortization Functions <b>due February 27 at 11:30pm</b>

Dates	Module	Topics	Activities and Due Dates
Week 9: Mar. 3-7, 2025		Excel Ch. 9 Multiple-Sheet Workbook Management: Ensuring Quality Control	Activity: Chapter 2 & 7 Review <b>due March 6 at 11:30pm</b>
Week 10: Mar. 10-14, 2025		Excel Ch. 3 Depicting Data Visually, Exam Review	Activity: Workbook Management <b>due March 13 at 11:30pm</b>
Week 11: Mar. 17-21, 2025		Review and exam, no new content covered.	Assigned Excel MyLab IT Case Study and Reviews <b>due Mar. 18 at 11:30pm</b> <b>Excel Exam on Mar. 19 (25%)</b>
Week 12: Mar. 24-28, 2025	<b>Module 4: Databases</b>	Access Ch 1. Introduction to Access: Navigating an Access Database & Access Ch 2. Tables and Queries in Relational Databases	Activity: Queries <b>due April 3 at 11:30pm</b> Activity: Reports <b>due April 3 at 11:30pm</b>
Week 13: Mar. 31 - Apr. 4, 2025		Access Ch. 3 & Ch. 4 Basic Forms and Reports: Simplifying Data Entry and Producing Data	Assigned ACC MyLab IT Case Studies <b>due Apr. 6 at 11:30pm</b>
Week 14: Apr. 7-11, 2025		Access Exam and wrap-up week	<b>Access Exam on Apr 7 (15%)</b> <b>Portfolio Assessment (8%) due Wednesday, Apr. 9 at 11:30pm</b>

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](#).

#### EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
Applied Activities		20%
MyLab IT Assignments		20%
PowerPoint Simulations	2%	
Word Simulations	3%	
Excel Case Studies	8%	
Access Case Studies	7%	
<b>Exams &amp; Assessments</b> , listed below:		60%
IT Quiz (take-home)	5%	
Word (take-home)	7%	

DESCRIPTION		WEIGHTING
Excel (in-class exam)	25%	
Access (in-class exam)	15%	
Portfolio (take-home)	8%	
TOTAL		100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.  
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

Attendance is not mandatory, except for scheduled invigilated assessments.

In-house citation rules will be used on all written assignments. Specifically, all sources must have an in-text (parenthetical) citation with a direct link to source.

## SCHOOL OR DEPARTMENTAL INFORMATION

### Assignments

The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College Library Citation Guides retrieved from:  
<https://camosun.libguides.com/apa7>

- Submit all assignments into the D2L assignments by your last and first name.
- In-text citations for quotes, paraphrasing, and references must be consistent with APA standards. In-house rules that in-text citations require a direct link to the source.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources.

Unless otherwise specified, you are to submit your own work. Any work collaborated on (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

### Deadlines and exams

You must submit your assignments by the due date or as announced. **A grade of zero will be assigned to late submissions.** There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

**EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates will result in a zero grade. All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be granted at the discretion of the instructor, provided the student:

- a) notifies the instructor *in advance* of the exam (not after), and
- b) provides documented evidence of the circumstance (e.g. medical certificate).

In most cases of an excused absence for an exam, an alternate exam will be scheduled for the student at the end of term.

Do not make travel plans until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets. **Travel plans are not an acceptable reason to miss an exam.**

Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>

Support Service	Website
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:  
<https://camosun.ca/services/academic-supports/accessible-learning>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.