COURSE SYLLABUS

COURSE TITLE: BUS 140—Business Information Technology

CLASS SECTION: 002

TERM: Summer 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Face-Face Lecture/Lab

INSTRUCTOR DETAILS

NAME: Robert Baskerville-Bridges
EMAIL: bridgesr@camosun.ca
OFFICE: CBA 223
HOURS: Tue/Thu 9:00 a.m. -10:00 a.m.
         Tue/Thu 4:30 p.m. – 5:30 p.m.
         Also, feel free to stop by whenever I'm in my office.
         Email to set up a specific appointment time outside of office hours

As your course instructor, I endeavour to provide an inclusive learning environment. However, if 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.

NOTE: This course section requires mandatory attendance for the first class meeting. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

CALENDAR DESCRIPTION

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 Camosun Alternative
        B in ENGL 050 (if taken prior to September 2020)
        B in ELD 072 and ELD 074
        B in ELD 072 and ELD 080

COURSE LEARNING OUTCOMES / OBJECTIVES

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

1. Identify the components of computer hardware.
2. Explain how data is represented and processed in a computer system.
3. Describe the features of contemporary corporate network infrastructure and key networking and communication technologies.
4. Describe the infrastructure of the Internet and related protocols.
5. Describe how social networking and other Internet applications apply to business.
6. Identify computing risks, threats, and protection strategies.
7. Use introductory concepts of coding.
8. 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

Students who wish to do homework outside the college must have access to a computer capable of running the Microsoft Office suite (including Word, Excel, PowerPoint, and Access). A significant portion marks comes from the database (Access) component, and Access is not available for Macs. All practical exercises, assignments, and exams are done in Office 2021 under Windows 10. Ensure that all electronic files submitted are Office 2021 compatible files. Some functionality may be lost when converting files; if in doubt, create and save your files in Office 2021.

Microsoft Office is available as a free download for students from the following link: http://camosun.ca/services/its/other-services.html
Hardware and software assistance is available from ITS: https://camosun.ca/services/its/contact-its-services

Students will also require a memory stick or personal online storage.

OPTIONAL MATERIALS

There is no required textbook for this course.

Most practical exams will be open book, open notes, open files, and open Internet. (Verbal and electronic communications and headphones are prohibited.) Students are encouraged to make notes and have reference material available.

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

BUS 140--002 S 2024

Tentative Schedule--Subject to Change

Updated 2024-04-28

Session	Date	Content
Session 1	Thu, May 09	Introduction; Course Overview Software; File Management; Hardware
Session 2	Thu, May 16	Excel
Session 3	Thu, May 23	Excel
Session 4	Thu, May 30	Excel Hardware/Networks/Internet/IT Theory
Session 5	Thu, Jun 06	Excel Excel Review
Session 6	Thu, Jun 13	**Excel Theory Exam (4%)** **Excel Practical Exam (25%)**
Session 7	Thu, Jun 20	Access
Session 8	Thu, Jun 27	Access
Session 9	Thu, Jul 04	PowerPoint Access Review
Session 10	Thu, Jul 11	PowerPoint **Access Theory Exam (4%)** **Access Practical Exam (17%)**
Session 11	Thu, Jul 18	Word PowerPoint **PowerPoint/Integration Exam Assigned (10%)**
Session 12	Thu, Jul 25	Word
Session 13	Thu, Aug 01	Word
Session 14	Thu, Aug 08	**Word and PowerPoint Theory Exam (4%)** **Word Practical Exam (8%)**

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 noticed is required. Deadlines can be reviewed on the CAL exams page. https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams

EVALUATION OF LEARNING

Mark Breakdown:

Assignments (7 assignments; lowest 1 dropped)	18%
Exercises (12 exercises; lowest 2 dropped)	10%
Exams—Theory	12%
Excel Theory	4%
Access Theory	4%
Word and PowerPoint Theory	4%
Exams—Practical	60%
Excel Practical	25%
Access Practical	17%
PowerPoint/Integration Practical	10%
Word Practical	8%

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 policy for more information. https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf

COURSE GUIDELINES & EXPECATIONS

WORKLOAD

Students are expected to consult the course website and then read any materials and watch any videos for the coming class (beforehand), to attend all meetings of the class, to develop class and study notes, to complete all exercises and assignments (in-class and take home), and to prepare for examinations. Students will typically spend at least one hour outside of class for each in-class hour. The evening version of this course includes two hours and fifty minutes of face-to-face instruction. In addition to attendance, students are expected to access online materials available on the course D2L site and ensure that sufficient homework is completed to make up the additional 50 minutes of day class coverage.

CLASSES

Students are expected to attend all classes. However, please do not attend class if you are ill. As a business courtesy, please e-mail your instructor if you are going to miss a class.

The School of Business at Camosun College has a posted set of professional values. Please ensure you Ensure you are familiar with the School of Business' Student Professionalism guidelines:

https://camosun.ca/programs-courses/school-business/current-business-students

Professional business conduct is expected during class.

GRADES

Individual marks for D2L quizzes, for exercises and assignments, and for exams are shown in the D2L gradebook. Students are encouraged to check the posted grades and discuss any discrepancies immediately. The official final grades will be made available from the Registrar's Office on myCamosun.

EXERCISES AND ASSIGNMENTS

Exercises must be submitted, typically at the end of class. Exercises are marked, but not in great detail. Assignments have very specific requirements and are marked formally. Exercises and assignments take various forms: in-class discussions, in-class exercises and assignments (both on paper and in specific software), and on-line in D2L. At various times, there will be both in-class and take-home exercises and assignments. Some assignments require a physical printout as part of the submission. Unless otherwise specified, you are to submit your own work. Any collaborated work (unless permitted by the course) will be considered in violation of the College's Student Conduct Policy.

SCHOOL OR DEPARTMENTAL INFORMATION

DEADLINES AND EXAMS

You must submit your exercises and assignments on the due date or as announced. **A grade of zero will be assigned to late submissions.** There are no additional practice/exercises or assignments or make-up exams of any kind if you performed poorly on a practice/exercise, assignment, midterm or final exam. If you have any questions regarding a mark on an exercise or assignment, please contact your instructor within one week. Exercise and assignment marks will not be reviewed later in the term.

1. **EXAM DATES WILL NOT BE RESCHEDULED**. Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances which must be submitted and then accepted by the instructor.
2. Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.
3. Please note that in medically valid cases, make-up exams may be scheduled during the next term.
4. Exam times are posted on the website and discussed in class. Students should arrive early to an exam, and have their student card as ID. Seating will be assigned randomly. Late arrivals may not be permitted to write the exam.

TECHNOLOGY SUPPORT

Although you are responsible for ensuring that your own personal computer is configuring appropriately, Camosun College is committed to helping students succeed.

Support is available through ITS via email (support@camosun.ca) and by phone at 250-370-3064.

NOTE: No technical hardware or software installation support is available from your instructor; please contact ITS. Your instructor can answer questions about how to use the software once it is up and running.

If you have any issues with D2L (the learning management system), Blackboard Collaborate (the video conferencing software), or myCamosun, support is available through ITS via email (support@camosun.ca) and by phone at 250-370-3064. The walk-up support centres on campus provide help during posted office hours.

STUDENT RESPONSIBILITY

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. See the School of Businesses Top 10 Professional Values: https://legacy.camosun.ca/learn/school/business/current-students/professional-values.html

SUPPORTS AND SERVICES FOR STUDENTS

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.

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

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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: https://camosun.ca/cal

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 Medical/Compassionate Withdrawals policy). Please visit https://camosun.ca/services/forms#medical to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

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 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 Policy: https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

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.