# COURSE SYLLABUS

CAMOSUN COLLEGE

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|---|---|
| COURSE TITLE: | BUS 140 – Business Information Technology |
| CLASS SECTION: | 003 |
| TERM: | 2023W |
| COURSE CREDITS: | 3 |
| DELIVERY METHOD(S): | In Person |

For COVID-19 information please visit https://legacy.camosun.ca/covid19/index.html.

*Camosun College requires mandatory attendance for the first class meeting of each course. 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.*

## INSTRUCTOR DETAILS

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|---|---|
| NAME: | Jasdeep (Jas) Dhillon |
| EMAIL: | dhillonj@camosun.ca |
| OFFICE: | Interurban Campus, CBA 268 |
| HOURS: | Tue and Thu, 10:30-11:20am or by appointment |

*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.*

## 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.

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|---|---|
| PREREQUISITE(S): | One of: |
| | C in English 11 |
| | C in ENGL 070 |
| | B in ENGL 050 (if taken prior to September 2020) |
| | B in ELD 072 and ELD 074 |
| | B in ELD 072 and ELD 080 |
| CO-REQUISITE(S): | None |
| EXCLUSION(S): | None |

## COURSE LEARNING OUTCOMES / OBJECTIVES

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.

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

    a.   **REQUIRED**: A recent PC (not Mac) with the MS Office Suite (2019) installed, *including MS Access* (a database application not available on Macs).

        Office 2019/O365 is available to Camosun students for free. Information on that offer is here: https://legacy.camosun.ca/services/its/other-services.html . Contact ITS for assistance.

    b.   **REQUIRED:** MyITLab Access Code (includes full online version of textbook) purchased from Camosun Bookstore: ISBN 9780135402467
        https://www.campusebookstore.com/AccessCodes/AccessCodeBrowse.aspx?CODEID=29188

    c.   **OPTIONAL:** Physical Text (which includes the access code *only if it is new*, not used): Poatsy, et.al. Exploring Microsoft Office 2019 Introductory (Volume 1). 2020 – Pearson, ISBN 9780135768907

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

| WEEK or DATE | ACTIVITY or TOPIC | | OTHER NOTES |
|---|---|---|---|
| Jan 10, 12 | Lab Orientation/ Intro to course/ File Management/ College Network/ Data Files<br>Hardware and Software/ System Software/ Viruses | Networks/ Internet/ HTML | |
| 17, 19 | **IT Theory Quiz**<br>Excel Chapter 1 | Excel Chapter 1<br>MyItLab Demo - Simulations | IT Theory Quiz |
| 24, 26 | MyItLab demo<br>Case Study Procedure | Excel Chapter 2 | |
| 31, Feb 2 | Excel Chapter 2 | Catch-up Day | |
| 7, 9 | Excel Chapter 7 | Excel Chapter 9 | |
| 14, 16 | Excel Chapter 3 | Excel Chapter 4 | |
| 21, 23 | **Reading Break** | | |
| 28, Mar 2 | Excel Practical Exam Review | **Excel Practical Exam** | Excel Theory Quiz<br>Excel Practical Exam |
| 7, 9 | Access 1/ 2 | Access 2/ 3/ 5 | |
| 14, 16 | Access 2/ 3/ 5 | Access 4 | |
| 21. 23 | Access Exam Review | **Access Practical Exam** | Access Theory Quiz<br>Access Practical Exam |
| 28, 30 | Word Chapter 1 and 3 | Word Chapter 2 | |
| Apr 4, 6 | Word Chapter 4 | **Word Practical Exam** | Word Theory Quiz<br>Word Practical Exam |
| 11, 13 | PowerPoint Chapters 1 and 2/ PPT Exam Review | **PowerPoint Exam** | PPT Theory Quiz<br>PPT Practical Exam |
| There is no final exam for this course. | | | |

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 scan be reviewed on the CAL exams page.  http://camosun.ca/services/accessible-learning/exams.html

## EVALUATION OF LEARNING

| DESCRIPTION | | WEIGHTING |
|---|---|---|
| Assignments & Activities | | 40% |
| Exams & Assessments | | 60% |
|     Information Technology | 3% | |
|     Excel | 27% | |
|     Access | 19% | |
|     Word | 8% | |
|     PowerPoint | 3% | |
| | 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 policy for more information.
http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

## COURSE GUIDELINES & EXPECTATIONS

### Lecture Attendance

To get the most out of this course, students are expected to attend all classes and be on time. It is your responsibility to acquire all information given during a class missed, including notes, hand-outs, changed exam dates etc.

### 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.

Please note: the use of cell phones and laptops during a test or quiz is not allowed and may result in a zero for that assessment.

## SCHOOL OR DEPARTMENTAL INFORMATION

https://legacy.camosun.ca/learn/school/business/

## 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.

## 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 http://camosun.ca/students/.

| Support Service | Website |
| --- | --- |
| Academic Advising | http://camosun.ca/advising |
| Academic English Help | http://camosun.ca/services/academic-supports/multilingual-student-support |
| Accessible Learning | http://camosun.ca/accessible-learning |
| Counselling | http://camosun.ca/counselling |
| Career Services | http://camosun.ca/coop |
| Financial Aid and Awards | http://camosun.ca/financialaid |
| Help Centres (Math/English/Science) | http://camosun.ca/help-centres |
| Indigenous Student Support | http://camosun.ca/indigenous |
| International Student Support | http://camosun.ca/international/ |
| Learning Skills | http://camosun.ca/learningskills |
| Library | http://camosun.ca/services/library/ |
| Office of Student Support | http://camosun.ca/oss |
| Ombudsperson | http://camosun.ca/ombuds |
| Registration | http://camosun.ca/registration |
| Technology Support | http://camosun.ca/its |
| Writing Centre | http://camosun.ca/writing-centre |

**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 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:
http://camosun.ca/services/accessible-learning/

### Academic Integrity
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

### Grading Policy
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

### Grade Review and Appeals
Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course
Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

## 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. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf 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: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

## 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 http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

**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.