



**School of Business Course Outline**  
*Applied Business Technology Department*

**BUS 140 Business Information Technology**  
**Section 003 Fall 2022 (14 Week Course)**

Camosun College Calendar Description retrieved from:

<http://camosun.ca/learn/calendar/current/web/bus.html>

□ *Please note: This outline will not be kept indefinitely. We recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.*

**1. Instructor Information**

(a) Instructor	<b>Nicholas Read</b>	
(b) Classroom and Times	<b>This is an in-person class. We will meet every Wednesday and Friday from 8:30-10:30 in CBA 202.</b>	
(c) Office hours	<b>Online by appointment</b>	
(d) Office Location	<b>CBA 263 or online ( email me ! ) or directly after class</b>	
(e) Phone	<b>Please email</b>	Alternative: <b>School of Business Office 250-370-4565</b>
(f) E-mail address	<b>readn@camosun.bc.ca</b>	
(g) Website	<a href="https://online.camosun.ca/d2l/home">https://online.camosun.ca/d2l/home</a>	

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, database, and file management software will be introduced.

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.

### **3. Required Materials**

Your instructor will provide information on purchasing options in the first week of class. Note that the Camosun Bookstore currently has the best price for MyITLab access codes. Students may choose to purchase *only* the MyITLab access code without the physical textbook or

viceversa, however if you purchase/obtain a *used physical text*, the access code will no longer be valid so in that case you would still need to purchase a new MyITLab access code separately.

- a. **REQUIRED:** A recent PC (not Mac) that includes audio, reliable internet, and MS Office Suite (2019) or newer installed. All required software is normally provided on campus in the Camosun computer labs. For home, you will need to *download and install* MS Office Suite (2019) or newer by first registering for Camosun's free Office 365 for students (<http://camosun.ca/office365>) and then installing the *downloadable* versions of PowerPoint, Word, Excel, and Access. If you are using your own copy of MS Office 2019 **it is the students' responsibility to ensure in advance that it includes MS Access**, which is required for the database portion of this course and **does not exist for Mac**.
- b. **REQUIRED:** MyITLab Access Code (includes full online version of textbook) purchased from Camosun Bookstore: ISBN 9780135402467  
[https://www.camosuncollegebookstore.ca/buy\\_access\\_codes.asp](https://www.camosuncollegebookstore.ca/buy_access_codes.asp)
- c. **OPTIONAL:** Physical Text (includes access code if new, not used): Poatsy, et.al. Exploring Microsoft Office 2019 Introductory (Volume 1). 2020 – Pearson, ISBN 9780135768907

#### 4. Course Content and Schedule

**Schedule is subject to change at the discretion of the instructor.** Please refer to your course D2L site for the most up-to-date information and exam dates. Note that this course has exams at the end of each module, that are held within scheduled class times.

## COURSE OUTLINE

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<b>Week</b>	<b>Dates</b>	<b>Topic</b>	<b>Activities/Discussion</b>
1	Sept 7th , 9th	Introductions, College processes, myitlab registrations, baseline computer use.	Introductions, orientation to online  Intro to Excel
2	Sept 14, 16	Excel: more challenging stuff...	If, Vlookup and PMT functions.
3	Sept 21, 23	More Excel	Financial functions,
4	Sept 28  Sept 30 – National Day for Truth and Reconciliation – College Closed	More Excel	Workbook management.
5	Oct 5, 7	Excel	Charting,
6	Oct 12, 14	Last chapter of excel and exam review	Datasets and Tables

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7	Oct 19, 21	First Exam Oct 19	MS Access - Introduction, creating tables
8	Oct 26, 28	MS Access	Queries
9	Nov 2, 4	MS Access	Forms and Reports
10	Nov 9  Nov 11 – Remembrance Day ( College Closed )	MS powerpoint And exam review	MS Powerpoint!
11	Nov 16, 18	2 <sup>nd</sup> exam – Nov 16th  MS Word	
12	Nov 23, 25	MS Word	
13	Nov 30, Dec 2	Finish MS Word,	
14	Dec 7, 9	Discuss computer hardware, software, networking.  MS Word Exam Friday Dec 9 <sup>th</sup>	

**Basis of Student Assessment (Weighting)**

<b>a) Assignments &amp; Activities:</b>	<b>40%</b>
a. Myitlab Capstone Assessments	20%
b. Other Assignments	20%
<b>b) Exams &amp; Assessments:</b>	<b>60%</b>
a. PowerPoint	3%
b. Excel	27%
c. Access	19%
d. Word	8%
e. Information Technology	3%

**Assignment formatting.** 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 (2018) Library Citation Guides retrieved from:

<https://camosun.libguides.com/apa7>

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your

instructor.

- Unless otherwise specified, you are to submit your own work, any work collaborated (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 on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or makeup exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a) **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 that must be submitted and then accepted by the instructor.  
Please advise your instructor promptly.
- b) Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c) Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

**College Policies.**

**Student Absences from this Course – COVID-19 Update**

Camosun is committed to protecting the health and safety of all of our students and employees.

At this time, the college has waived the requirement for a doctor's note for students who are required to self-isolate. If you are feeling unwell and unable to participate in class due to illness, you should contact your instructor to discuss your options. Where possible, alternative means of participating in the learning will be arranged. Students will not be academically penalized for such absences.

**Academic Progress:** Students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements.

The College is committed to supporting student success and to working with students in achieving their educational goals. See Camosun College (2005) Academic Progress Policy from: <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf>.

**Final Exams:** Students are expected to write tests and final exams at the scheduled time and place. In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. **Holidays or scheduled flights are not considered emergencies.** The student may be required to provide verification of the emergency circumstance. See Camosun



College (2018) Final Examinations from:

<http://camosun.ca/learn/calendar/current/procedures.html#academic>.

The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of the Academic Integrity policy is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

- See Camosun College (2021) [Academic Integrity Policy](#): “Students’ Rights and Responsibilities”.

Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor’s permission.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

## 1. Recommended Materials/Resources to Assist Students to Succeed Throughout the

### Course

[Camosun Learning Skills page](#) and [Camosun Learning Skills Guides](#)

[Camosun Writing Centres: Tools and Resources](#)

[APA 7<sup>th</sup> Edition Workbook](#)

[Purdue Online Writing Lab \(OWL\)](#)

[SFU Essay Assignment Calculator](#) (Camosun's [Time Management guide](#) also links to this page)

## 2. College Supports, Services and Policies

**Immediate, Urgent, or Emergency Support.** If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), SEEK HELP. Resources and contacts are available:

→ See Camosun College (2018) Counselling Centre from:

[http://camosun.ca/services/counselling-centre/.](http://camosun.ca/services/counselling-centre/)

→ See Camosun College (2018) Student Mental Health & Well Being Strategy,

Emergency Support from: <http://camosun.ca/about/mental-health/emergency.html>.

→ See Camosun College (2018) Sexual Violence Support and Education from:

<http://camosun.ca/services/sexual-violence/index.html>.



**College Services.** Camosun offers a variety of health and academic support services, including dental, Centre for Accessible Learning, Help Centre, Learning Skills, Sexual Violence Support &

Education, Library, and Writing Centre. For more information on each of these services, see Camosun College (2018) Student Services from: <http://camosun.ca/services/>.

**College Policies.** Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of college policies. Education and academic policies include, but are not limited to: Academic Integrity, Academic Progress, Admission, Course Withdrawals, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Appeals, Student Conduct, and Student Penalties and Fines. See Camosun College (2018) Policies from: <http://camosun.ca/about/policies/>.

**Grading System.** Standard grading system (GPA).

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1

0-49	F	Minimum level has not been achieved.	0
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See Camosun College (2019) Grading from:

<http://camosun.ca/about/policies/educationacademic/e-1-programming-and-instruction/e-1.5.pdf>

**Employment Opportunities.** Job positions for Co-op work terms, non-Co-op work terms, and full-time employment are posted on Camosun's employment website. See Camosun College (2018) Co-op and Career Portal from: <https://educationthatworks.camosun.ca/>.