

# COURSE SYLLABUS



COURSE TITLE: Bus 140 – Business Info Technology

CLASS SECTION: 003

TERM: Fall 2024 : Sept 3<sup>rd</sup> to December 7th

COURSE CREDITS: 3

DELIVERY METHOD(S): In person – 2x per week

Wednesdays, 8:30 – 10:20, CBA 219

Fridays, 8:30 – 10:20, CBA 201

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.

Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 updates please visit <https://camosun.ca/about/covid-19-updates>.

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*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: Nicholas Read

EMAIL: [readn@camosun.ca](mailto:readn@camosun.ca)

OFFICE: CBA 269

HOURS: Online upon request

*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

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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 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

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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

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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> (See the handout Installing MS Office so that it includes MS Access for more information.)

Hardware and software assistance is available from ITS: <https://legacy.camosun.ca/services/its/contact.html>

**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)

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

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

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

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](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

<b>Week</b>	<b>Dates</b>	<b>Topic</b>	<b>Activities/Discussion</b>
1	Sept 4,6	Introductions, College processes, using D2L myitlab registration, baseline computer use.	
2	Sept 11, 13	Introduction to Excel	Chapter 1 -
3	Sept 18, 20	Excel – more challenging stuff...	Chapter 2 IF, Vlookup and PMT functions.
4	Sept 25, 27	More Excel	Chapters 7, 9 Financial functions, workbook management
5	Oct 2, 4	More Excel	Charting
6	Oct 9, 11	Last chapter of excel and exam review	Datasets and Tables
7	Oct 16, 18	<b>MS Excel Exam on Wednesday Oct 16th</b>	
8	Oct 23, 25	MS Access	Introduction, creating tables

9	Oct 30, Nov1	MS Access	Queries
10	Nov 6, 8	MS Access	Forms and Reports
11	Nov 13, 15	MS Access Exam Wednesday Nov 13	
12	Nov 20, 22	MS Word	
13	Nov 27, 29	MS Word	Word project due
14	Dec 4, 6	Finish MS Word, MS Powerpoint , Software, hardware and HTML	take-home' quizzes assigned and due by the end of the week.

<b>a) Assignments &amp; Activities:</b> .....	<b>40%</b>
a. Myitlab Case Study Assessments .....	30%
b. Additional Lessons and Assignments.....	10%
<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%

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COURSE GUIDELINES & EXPECTATIONS

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Camosun College has a specific set of Classroom Technology Acceptable Use Guidelines. Please familiarize yourself with these guidelines at <https://legacy.camosun.ca/learn/school/business/current-students/documents/ClassroomTechnologyUse.pdf>. Professional business conduct is expected during class.  
INSERT TEXT HERE]

**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 in advance and 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.

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

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

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### 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 <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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:

<http://camosun.ca/services/accessible-learning/>

### Academic Progress

Please visit <https://www.camosun.ca/sites/default/files/2021-05/e-1.10.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" (<https://camosun.ca/registration-records/policies-and-procedures-students/registration-policies-students>) 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://www.camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). 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 <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.

### 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.