COURSE SYLLABUS

COURSE TITLE: Business Information Technology - BUS 140-004

CLASS SECTION: 004

TERM: Fall 2022

COURSE CREDITS: 3

DELIVERY METHOD: Face-to-face on Mondays and Wednesdays from 2:30 pm-4.20 pm in CBA 201

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

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's Territorial Acknowledgement.

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

NAME: Denelle Lambert

EMAIL: lambertd@camosun.ca

OFFICE: CBA 231A

HOURS: Tuesdays/Thursdays 1:15pm – 2:00pm & virtual meetings available 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.

PREREQUISITE(S), CO-REQUISITE(S), EXCLUSION(S):

One of: C in English 11 C in Composition 11 C in Creative Writing 11 C in EFP - Literary Studies and 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 September 2020) B in ELD 072 and ELD 074 B in ELD 072 and ELD 080 - Must be completed prior to taking this course.

COURSE LEARNING OUTCOMES / OBJECTIVES

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

a) **Optional** Text: – Poatsy, et.al. **Exploring Microsoft Office)365 (2019 Edition)**. 2020 – Pearson, ISBN 978013540254-2. *NOTE: Physical text is optional – a digital (but non-printable) version is provided with MyItLab access (item b below).*

b) **Must Have.** Access Code for MyITLAB – please note that this code is included with your NEW text book purchase. If you purchase/obtain a used text (or none at all), you must purchase a stand-alone Access Code from the Camosun bookstore. Please await directions from your instructor before purchasing stand-alone access.

c) **Must Have.** Access to the full suite of MS Office software, including MS Access. This can be achieve in two ways:

   1. A PC computer with the Microsoft Office o365 or 2019, including database software called MS Access. MS Access is not available for macs, mobile devices or chromebooks.
   2. Follow instructions provided by your instructor to use your computer to remotely access one of the computer labs at Camosun – this option can work for Macintosh computers.

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.

September	
07	Introduction
12 /14	PowerPoint Ch. 1 / PowerPoint Ch. 2 & IT
19 / 21	HTML & PowerPoint Exam Review / **PowerPoint & IT Assessments**
26 / 28	Excel Ch. 1 / Excel Ch. 2
October	
03 / 05	Excel Ch. 3 / Excel Ch. 4
10 / 12	NO CLASS (Stat Holiday) / Excel Ch. 7
17 / 19	Excel Ch. 9 / Excel Exam Review
24 / 26	Excel Exam Review (cont'd) / **Excel Assessments & Excel Case Studies are Due**
31	Access Ch. 1
November	
02	Access Ch. 2
07 / 09	Access Ch. 3 / Access Ch. 4
14 / 16	Access Ch. 5 / Access Exam Review
21 / 23	**Access Assessments & Access Case Studies are Due** / Word Ch. 1
28 / 30	Word Ch. 2 / Word Ch. 3 & Word Ch. 4
December	
05 / 07	Word Exam Review / **Word Assessments & Word and PowerPoint Integrated Project is Due**

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

a) Assignments & Projects:

Excel Case Studies – 12% (6 @ 2% each)
Access Case Studies – 8% (4 @ 2% each)
Word and PowerPoint Integrated Project – 20%
TOTAL ASSIGNMENTS & PROJECTS – 40%

b) Assessments (Exams & Quizzes):

PowerPoint (2% exam & 1% quiz) – 3%
IT (3% quiz) – 3%
Excel (25% exam & 2% quiz) – 27%
Access (17% exam & 2% quiz) – 19%
Word (6% exam & 2% quiz) – 8%

TOTAL ASSESSMENTS (EXAMS & QUIZZES) – 60%

COURSE GUIDELINES & EXPECTATIONS

As your instructor you can expect me to:
- Reply to e-mails within one business day.
- Provide assessments that are relevant to the learning objectives.
- Be available for appointments when scheduled in advance.
- Grade all assessments within a reasonable amount of time.
- Be kind, courteous, and professional.

As a student I expect you to:
- Attend class regularly and arrive on time.
- Listen during lectures and avoid distractions (i.e. smartphones).
- Not film or record me without my prior written consent.
- Ask if you need help or if you have questions.
- Read the syllabus and abide by all policies/expectations/guidelines.
- Only hand in work that is your own and not share your work with others.
- Hand in all assessments on time.
- **Any requests for extensions should have a good reason for the request and the request must be made in writing <u>before</u> the assessment is due or takes place**. Requests for extension are only granted in exceptional circumstances.
- **No request for extensions will be granted once final grades have been entered.**
- Be kind, courteous, and professional.

NOTE: Additional requirements for individual assessments (such as quizzes, assignments, or exams) are provided in the assessment instructions. From time to time, due dates may need to be changed for assignments or quizzes. Such requirements and changes are deemed incorporated into this syllabus.

SCHOOL OR DEPARTMENTAL INFORMATION

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 (2021) Library Citation Guides retrieved from: http://camosun.ca.libguides.com/apa7.

- ❑ 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 make-up 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.

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
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.