COURSE SYLLABUS

COURSE TITLE: Bus 140

CLASS SECTION: 004

TERM: Summer 2022

COURSE CREDITS: 3

DELIVERY METHOD(S): In class – Thursday evenings 6:00-8:50pm, CBA 287

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

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: Paul Falohun

EMAIL: falohunp@camosun.ca

OFFICE: CBA 231B

HOURS: Thursdays 5:00pm-6:00pm – online meetings possible

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): 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 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.

CO-REQUISITE(S):

EXCLUSION(S):

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.

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.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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.

REQUIRED: A recent PC (not Mac) that includes audio, reliable internet, and MS Office Suite (2019) 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) 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.

REQUIRED: MyITLab Access Code (includes full online version of textbook) purchased from Camosun Bookstore: ISBN 9780135402467
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

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

Week	Starting Dates	Topic	Activities/Discussion	Assignments
1	May 5	Introductions, College processes, myitlab registrations, baseline computer use.	Introductions, orientation to course File management Introduction to Excel?	Myitlab chapter 1: Simulated training exercise Capstone Exercise
2	May12	Excel chapter 2– more challenging stuff	IF, Vlookup and PMT functions.	Myitlab chapter 2: Simulated Training Capstone Exercise
3	May 19	Review of chapter 2 Excel chapter 7	More examples of IF, Vlookup, PMT Financial functions,	Myitlab chapter 7: Simulated Exercise Capstone Exercise
4	May 26	More Excel – Chapter 9	workbook management	Myitlab chapter 9: Simulated Exercise Capstone Exercise
5	June 2	Excel – Chapter 3	Charting	Myitlab chapter 3: Simulated Exercise Capstone Exercise
6	June 9	Last chapter of excel and exam review	Datasets and Tables	Myitlab chapter 4: Simulated Exercise Capstone Exercise

7	June 16	MS Excel Exam	.	
8	June 23	MS Access	Introduction, creating tables, relationships	Myitlab chapter 1: Simulated Training Capstone Exercise
9	June 30	MS Access	Queries	Myitlab chapter 2: Simulated Training Capstone Exercise
10	July 7	MS Access	Forms and Reports	Myitlab chapter 4: Simulated Training Capstone Exercise
11	July 14	MS Access Exam	Intro to MS Word	Individual Recipe
12	July 21	MS Word		Cookbook Assignment
13	July 28	MS Word MS Powerpoint	Wrap up cookbook MS powerpoint basics	Powerpoint practice exams - myitlab
14	Aug 4	Discuss computer hardware, software, networking. **Course formally complete Aug 4th**		MS Word Exam IT Quiz

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

Basis of Student Assessment (Weighting)

a) **Assignments & Activities:** **40%**

    a. Myitlab Capstone Assessments ……………………………25%

    b. Other Assignments …………………………………15%

b) **Exams & Assessments:** **60%**

    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. <mark>You must submit your assignments on the due date or as announced</mark>. 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) **<u>EXAM DATES WILL NOT BE RESCHEDULED</u>**. 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.

COURSE GUIDELINES & EXPECTATIONS

<u>College Policies.</u>

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: <mark>Students are expected to write tests and final exams at the scheduled time and place</mark>. 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. **<u>Holidays or scheduled flights are not considered emergencies</u>**. 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.

SCHOOL OR DEPARTMENTAL INFORMATION

BUS 140 is delivered and managed by the ABT department within the School of Business at Camosun College.

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

Support Service	Website
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

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.