School of Business Course Outline
Applied Business Technology Department

BUS 140 Business Information Technology
Section 005

Winter 2022 (14 Week Course)

Camosun College Calendar Description available from:
http://camosun.ca/learn/calendar/current/web/bus.html

Ω *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	**Lonnie Eckardt**
(b) Office hours	**Thursdays 5:00 to 5:50**
(c) Location	**CBA 231-B**
(d) Phone	250-418-5412 (email is best) Alternative: **School of Business Office 250-370-4565**
(e) E-mail address	EckardtL@camosun.bc.ca
(f) Website	https://online.camosun.ca/d2l/home

2. Intended Learning Outcomes

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.

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.

3. Required Materials

Your instructor will provide information on purchasing options in the first week of class. Students may choose to purchase only the MyITLab code since it includes the full text in online format (eText).

a) Text: – Poatsy, M. A., Mulbery, K., Davidson, J., & Grauer, R. (2016). *Exploring Microsoft Office Excel 2016 Comprehensive*. Pearson. ISBN 9780134320793

b) Access Code for MyITLab (includes full eText)

Note: this code is included with a NEW physical text book purchase. **If you purchase/obtain a used text, you must also purchase a stand-alone Access Code from the Camosun bookstore.**

Other:

c) MS Office Suite (2016 or 2019). All required software is provided *on campus* in the Camosun computer labs. For home use, Camosun provides students with Office 365 (http://camosun.ca/office365). If you are using your own copy of MS Office **it is the students' responsibility to ensure in advance that it includes MS Access**, which is required for the database portion of this course. MS Access does not exist for MACs.

d) Portable file storage device such as USB stick / flash drive.

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.

TENTATIVE DAILY SCHEDULE: BUS 140-005		
Week	**Class#**	**Topics**
Week 1	13-Jan-22	1	Course Overview Logging in to Lab Computer Logging in to D2L Textbook & Access Codes Information Logging in to MyITLab Accessing the eText Network Drives Introduction Organizing files on One Drive or USB File Management Demonstration File Management Exercise PowerPoint Chapter 1 PowerPoint Chapter 2

Week 2	20-Jan-22	2	Excel Chapter 1 Excel Chapter 2
Week 3	27-Jan-22	3	Excel Chapter 7 Excel Chapter 9
Week 4	3-Feb-22	4	Excel Chapter 3 Excel Chapter 4
Week 5	10-Feb-22	5	Excel Review PT Review
Week 6	17-Feb-22	6	**Mid-Term test**
Week 7	**24-Feb-22**	**7**	**Reading week**
Week 8	3-Mar-22	8	Access Chapter 1 Access Chapter 2
Week 9	10-Mar-22	9	Access Chapter 5 Access Chapter 3
Week 10	17-Mar-22	10	Access Chapter 4
Week 11	24-Mar-22	11	Word Chapter 1 Word Chapter 2
Week 12	31-Mar-22	12	Word Chapter 3 Word Chapter 4
Week 13	7-Apr-22	13	Hardware and Software/ System Software/ Viruses Networks / Internet HTML
Week 14	14-Apr-22	14	Access Review Word Review IT Terminology Review

*Final Exam to be scheduled during exam week

5. Basis of Student Assessment (Weighting)

a) Assignments & In-Class Activities: 40%

b) Exams: 60%

    a. Mid Term

        i. PowerPoint 3%

        ii. Excel 27%

    b. Final

        i. Access 19%

        ii. Word 8%

        iii. Information Technology 3%

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 (CfAL)** 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.

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: http://camosun.ca.libguides.com/apa.

❑ Where required by your instructor, submit all assignments into the D2L drop box by your last name.
❑ In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
❑ Grammar, spelling, style, document formatting, citations and all referencing using APA standards 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 Student Conduct Policy. See Camosun College (2003) Student Conduct Policy from: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf.

College Policies. 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.

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 these guidelines 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 (2008) Plagiarism: Definition and Consequences from: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.1.pdf.

As well as Camosun College School of Business (2016) Academic Honesty Guidelines from: http://camosun.ca/learn/school/business/current-students/documents/Academic-Honesty-Guidelines.pdf.

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.

6. **Recommended Materials/Resources to Assist Students to Succeed Throughout the Course**
   See Camosun College (2018) Camosun Student Success Centre Learning Skills tab from: http://camosun.ca/services/writing-centre/learning-skills.html and Learning Skills Guide (2016) from: http://camosun.ca.libguides.com/CSSCHome/Images_HOME?preview=8c8156761f510434e998e6240e396088.
   See Camosun College (2018) The Writing Centres Tools and Resources tab from: http://camosun.ca/services/writing-centre/editing-checklist.html.
   See Ackley (2017) APA Workbook from: http://camosun.ca/services/writing-centre/documents/APA_Workbook-2017.pdf and Camosun College (2018) APA Citation Style (6th edition): Business Resources from: http://camosun.ca.libguides.com/c.php?g=92253&p=2838143.
   See SFU (2016) Assignment Calculator from: https://www.lib.sfu.ca/about/branches-depts/slc/learning/calculator.
   See Purdue (2018) Online Writing Lab from: https://owl.english.purdue.edu/.

7. **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/.
   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 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): *http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.*

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

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/home.htm.