COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE:	BUS 140 – Business Information Technology
CLASS SECTION:	006
TERM:	Fall 2024
COURSE CREDITS:	3
DELIVERY METHOD(S):	In-person. **8:30-10:20am**; Mondays in CBA 287 and Wednesdays in CBA 201, Interurban campus

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Lək̓ʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

INSTRUCTOR DETAILS

NAME:	Julia Grav, MEd.
EMAIL:	gravj@online.camosun.ca
OFFICE:	CBA 231G
HOURS:	TBD

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 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.
CO-REQUISITE(S): **None**
EQUIVALENCIES: **None**

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

REQUIRED
1. MyLab IT Access Code (includes full online version of textbook) purchased from Camosun Bookstore: ISBN 9780135402467 Permalink
2. Microsoft 365 account. **Free** for Camosun students to download on their personal computers. Information on that offer is here: https://legacy.camosun.ca/services/its/other-services.html Email ITS for assistance

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.

Dates	Module	Topics	Activities and Due Dates
Week 1: September 2-8, 2024	**Module 1: Getting Started**	File Management	File Management Assignment (3%) due **Sept. 8 at 11:30pm**
Week 2: September 9-15, 2024		IT Fundamentals & Intro to HTML	1. HTML Programming Assignment (2.5%) **due September 13 at 11:30pm** 2. IT Theory Assessment (Quiz) (5%) **due September 15 at 11:30pm**
Week 3: September 16-22, 2024	**Module 2: Presentation and Word Processing**	Presentation Skills (PowerPoint)	1. Activity: PowerPoint Themes **due September 20 at 11:30pm** 2. Assigned MyLabIT PPT Chpt 1 & 2 Simulations **due October 2 at 11:30pm**
Week 4: Sept. 23 – 29, 2024		Word Processing, formatting, tabs and Tables	1. Activity: Document Presentation in Word **due September 27 at 11:30pm** 2. Assigned MyLabIT Word Chpt 1 & 2 Simulations **due October 2 at 11:30pm**

Dates	Module	Topics	Activities and Due Dates
Week 5: Sept. 30 - Oct. 6, 2024		Word Pictures and Styles & APA references Excel Ch. 1 Introduction to Excel	<mark>Word Take-home Assessment (7%) distributed Oct. 2, **due at 11:30pm, on Oct. 6**</mark>
Week 6: Oct.7 -13 2024	Module 2: Spreadsheets	Excel Ch 2: Creating and Formatting a Worksheet, Formulas and Functions: Performing Quantitative Analysis	1. Assignment: Excel Pre-assessment quiz **due October 11 at 11:30pm** 2. Assigned Excel Ch.1 & 2 MyLab IT Case Studies **due October 23 at 11:30pm**
Week 7: Oct. 14-20, 2024		Excel Ch. 7 *only* Amortization	Activity: Statistical, IF Lookup & Amortization Functions **due October 20 at 11:30pm**
Week 8: Oct. 21- 27, 2024		Excel Ch. 4 Datasets and Tables: Managing Large Volumes of Data	1. Activity: Chapter 2 & 7 Review **due October 27 at 11:30pm** 2. Assigned Excel Ch 7 MyLab IT Case Study **due Nov. 12 at 11:30pm**
Week 9: Oct. 29 - Nov.3, 2024		Excel Ch. 9 Multiple-Sheet Workbook Management: Ensuring Quality Control	Assigned Excel Ch 4 MyLab IT Case Study **due Nov. 12 at 11:30pm**
Week 10: Nov. 3 - 10, 2024		Excel Ch. 3 Depicting Data Visually, Exam Review	1. Activity: Workbook Management (2%) **due Nov. 8 at 11:30pm** 2. Assigned Excel Ch 9 MyLab IT Case Study **due Nov. 12 at 11:30pm**
Week 11: Nov. 11 – 17, 2024		Holiday and exam, no new content covered.	Assigned Excel Ch. 3 MyLab IT Case Study and Reviews **due Nov. 12 at 11:30pm** <mark>Excel Exam on Nov. 13 (25%)</mark>
Week 12: Nov. 18 – 24, 2024	Module 3: Databases	Access Ch 1. Introduction to Access: Navigating an Access Database & Access Ch 2. Tables and Queries in Relational Databases	1. Activity: Queries **due Nov 24 at 11:30pm** 2. Assigned ACC Ch. 1 & Ch 2 MyLab IT Case Studies **due Dec. 3 at 11:30pm**
Week 13: Nov. 25 - Dec. 1, 2024		Access Ch. 3 & Ch. 4 Basic Forms and Reports: Simplifying Data Entry and Producing Data	1. Activity: Reports **due Dec 3 at 11:30pm** 2. Assigned ACC Ch. 3 & Ch. 4 MyLab IT Case Studies **due Dec. 3 at 11:30pm**

Dates	Module	Topics	Activities and Due Dates
Week 14: Dec. 2 - 6, 2024		Access Exam and wrap-up week	<mark>Access Exam on Dec 4 (15%)</mark> Portfolio Assessment (8%) **due Friday, Dec. 6 at 11:30pm**

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. https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
Applied Activities (10 assigned with the lowest dropped)		**20%**
MyLab IT Assignments		**20%**
PowerPoint Simulations	2%	
Word Simulations	3%	
Excel Case Studies	8%	
Access Case Studies	7%	
Exams & Assessments, listed below:		**60%**
IT Quiz (take-home)	5%	
Word (take-home)	7%	
Excel (in-class exam)	25%	
Access (in-class exam)	15%	
Portfolio assessment (take-home)	8%	
	TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf

COURSE GUIDELINES & EXPECTATIONS

This course will be unofficially offered as "Hyflex". This means students have the flexibility to change their mode of interaction (online or in-person) throughout the course, except for scheduled invigilated assessments.

In-house citation rules will be used on all written assignments. Specifically, all sources must have an in-text (parenthetical) citation with at direct link to source. e.g. (Grav, 2023)

Assignments

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 Library Citation Guides retrieved from: https://camosun.libguides.com/apa7

- Submit all assignments into the D2L assignments by your last and first name.
- In-text citations for quotes, paraphrasing, and references must be consistent with APA standards. In house-rules that in-text citations require a direct link to the source. (Grav, 2023)
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources.

Unless otherwise specified, you are to submit your own work. Any work collaborated on (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 by 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.

EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates will result in a zero grade. All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be granted at the discretion of the instructor, provided the student:

a) notifies the instructor *in advance* of the exam (not after), and
b) provides documented evidence of the circumstance (e.g. medical certificate).

In most cases of an excused absence for an exam, an alternate exam will be scheduled for the student at the end of term.

Do not make travel plans until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets. Travel plans are not an acceptable reason to miss an exam.

Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.

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 camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: https://camosun.ca/cal

Academic Progress

Please visit https://camosun.ca/sites/default/files/2023-02/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 https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit https://camosun.ca/registration-records/tuition-fees#deadlines.

Grading Policy

Please visit https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf for policy relating to requests for review and appeal of grades.

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 (see Medical/Compassionate Withdrawals policy). Please visit https://camosun.ca/services/forms#medical to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

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 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 Policy: https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: 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 https://camosun.ca/sites/default/files/2021-05/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.