

# COURSE SYLLABUS



COURSE TITLE: BUS 140—Business Information Technology  
CLASS SECTION: 008  
TERM: Winter 2024  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Face-Face Lecture/Lab

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](#).

## INSTRUCTOR DETAILS

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NAME: Robert Baskerville-Bridges  
EMAIL: [bridgesr@camosun.ca](mailto:bridgesr@camosun.ca)  
OFFICE: CBA 223  
HOURS: Tue/Thu 9:00 a.m. -10:00 a.m.  
Also, feel free to stop by whenever I'm in my office.  
Email to set up a specific appointment time outside of office hours

*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>

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

Students will also require a memory stick or personal online storage.

## OPTIONAL MATERIALS

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There is no required textbook for this course.

The practical exams will be open book, open notes, open files, and open Internet. (Verbal and electronic communications and headphones are prohibited.) Students are encouraged to make notes and have reference material available.

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.

<b>BUS 140--008 W 2024</b>			
<b>Tentative Schedule--Subject to Change</b>			
<b>Updated 2024-01-04</b>			
Week	Session	Date	Content
1	Session 1	Tue, Jan 09	Introduction Course Overview Software/FM
1	Session 2	Thu, Jan 11	Hardware/Terminology/File Management
2	Session 3	Tue, Jan 16	Excel
2	Session 4	Thu, Jan 18	Excel
3	Session 5	Tue, Jan 23	Excel
3	Session 6	Thu, Jan 25	Excel
4	Session 7	Tue, Jan 30	Excel
4	Session 8	Thu, Feb 01	Excel
5	Session 9	Tue, Feb 06	Excel IT <b>IT Theory Exam Assigned (3%)</b>
5	Session 10	Thu, Feb 08	Excel <b>Excel Theory Exam Assigned (3%)</b>
6	Session 11	Tue, Feb 13	Excel Review
6	Session 12	Thu, Feb 15	<b>Excel Practical Exam (25%)</b>
7	Session 13	Tue, Feb 20	Reading Break
7	Session 14	Thu, Feb 22	Reading Break
8	Session 15	Tue, Feb 27	Access
8	Session 16	Thu, Feb 29	Access
9	Session 17	Tue, Mar 05	Access
9	Session 18	Thu, Mar 07	Access
10	Session 19	Tue, Mar 12	Access <b>Access Theory Exam Assigned (3%)</b>
10	Session 20	Thu, Mar 14	<b>Access Practical Exam (17%)</b>
11	Session 21	Tue, Mar 19	PowerPoint
11	Session 22	Thu, Mar 21	PowerPoint
12	Session 23	Tue, Mar 26	Word PowerPoint <b>Vacation Integration Exam Assigned (10%)</b> <b>PowerPoint Theory Exam Assigned (3%)</b>
12	Session 24	Thu, Mar 28	Word
13	Session 25	Tue, Apr 02	Word
13	Session 26	Thu, Apr 04	Word
14	Session 27	Tue, Apr 09	Word <b>Word Theory Exam Assigned (3%)</b>
14	Session 28	Thu, Apr 11	<b>Word Practical Exam (8%)</b>

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>

## EVALUATION OF LEARNING

<b>Assignments</b> (6 assignments; lowest 1 dropped)	<b>15%</b>
<b>Exercises</b> (12 exercises; lowest 2 dropped)	<b>10%</b>
<b>Exams—Theory</b>	<b>15%</b>
IT Theory (Hardware/Software/Networks/File Management)	3%
Excel Theory	3%
Access Theory	3%
PowerPoint Theory	3%
Word Theory	3%
<b>Exams—Practical</b>	<b>60%</b>
Excel Practical	25%
Access Practical	17%
PowerPoint/Integration Practical	10%
Word Practical	8%

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.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

### WORKLOAD

Students are expected to consult the course website and then read any materials and watch any videos for the coming class (beforehand), to attend all meetings of the class, to develop class and study notes, to complete all exercises and assignments (in-class and take home), and to prepare for examinations. Students will typically spend at least one hour outside of class for each in-class hour.

### CLASSES

Students are expected to attend all classes. However, please do not attend class if you are ill. As a business courtesy, please e-mail your instructor if you are going to miss a class.

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.

### GRADES

Individual marks for D2L quizzes, for exercises and assignments, and for exams are shown in the D2L gradebook. Students are encouraged to check the posted grades and discuss any discrepancies immediately. The official final grades will be made available from the Registrar's Office on Camlink.

## EXERCISES AND ASSIGNMENTS

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Exercises must be submitted to the AssignmentDropbox, but are not marked in great detail; you are encouraged to experiment. If you do most of an exercise, you get most of the marks.

Assignments have very specific requirements, and are marked formally.

Exercises and assignments take various forms: in-class discussions, in-class exercises and assignments (both on paper and in specific software), and on-line in D2L. At various times, there will be both in-class and take-home exercises and assignments.

Unless otherwise specified, you are to submit your own work. Any collaborated work (unless permitted by the course) will be considered in violation of the College's Student Conduct Policy.

## SCHOOL OR DEPARTMENTAL INFORMATION

### DEADLINES AND EXAMS

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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 and then 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.
4. Exam times are posted on the website and discussed in class. Students should arrive early to an exam, and have their student card as ID. Seating will be assigned randomly. Late arrivals may not be permitted to write the exam.

### TECHNOLOGY SUPPORT

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Although you are responsible for ensuring that your own personal computer is configuring appropriately, Camosun College is committed to helping students succeed.

Support is available through ITS via email (support@camosun.ca) and by phone at 250-370-3064.

**NOTE: No technical hardware or software installation support is available from your instructor; please contact ITS. Your instructor can answer questions about how to use the software once it is up and running.**

If you have any issues with D2L (the learning management system), Blackboard Collaborate (the video conferencing software), or myCamosun, support is available through ITS via email (support@camosun.ca) and by phone at 250-370-3064. The walk-up support centres on campus provide help during posted office hours.

### 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.

See the School of Businesses Top 10 Professional Values:

<https://legacy.camosun.ca/learn/school/business/current-students/professional-values.html>

## 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 [camosun.ca/services](https://camosun.ca/services).

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

### 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 <https://camosun.ca/sites/default/files/2021-05/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

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 policy](#)). Please visit <https://camosun.ca/services/forms#medical> 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: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). 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 <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.