

# COURSE SYLLABUS



|                     |                                         |
|---------------------|-----------------------------------------|
| COURSE TITLE:       | BUS 140 Business Information Technology |
| CLASS SECTION:      | Section D05                             |
| TERM:               | Summer 2022                             |
| COURSE CREDITS:     | 3                                       |
| DELIVERY METHOD(S): | Online Asynchronous                     |

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](#).

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*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

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|         |                                                                      |
|---------|----------------------------------------------------------------------|
| NAME:   | Geneviève Beninger, MBA                                              |
| EMAIL:  | beninger@online.camosun.ca                                           |
| OFFICE: | Interurban Campus, Centre for Business and Access, Shared Office 261 |
| HOURS:  | Virtual office hours available by emailing to arrange a time         |

*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): | <b>One of:</b> 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                                                                                                                                                                                                                                                                                                                                          |
| EXCLUSION(S):    | None                                                                                                                                                                                                                                                                                                                                          |

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student will be able to:

- Identify the components of computer hardware.
- Explain how data is represented and processed in a computer system.
- Describe the features of contemporary corporate network infrastructure and key networking and communication technologies.
- 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

- a. **REQUIRED:** A recent PC (not Mac) that includes audio and reliable internet, and the MS Office Suite (2019) installed, *including MS Access* (a database application not available on Macs).

Office 2019/O365 is available to Camosun students for free. Information on that offer is here: <https://legacy.camosun.ca/services/its/other-services.html> Contact ITS for assistance.

All required software is also installed on Camosun computers. You can use Remote Desktop through VPN to log on to the Camosun workstations from home (using your browser, for example if you only have a Mac). Information for that is here: <https://legacy.camosun.ca/services/its/computer-labs/index.html>

- b. **REQUIRED:** MyITLab Access Code (includes full online version of textbook) purchased from Camosun Bookstore: ISBN 9780135402467 [https://www.camosuncollegebookstore.ca/buy\\_access\\_codes.asp](https://www.camosuncollegebookstore.ca/buy_access_codes.asp) or use this direct link to the eBook shopping cart for this item: [https://www.campusbookstore.com/integration/AccessCodes/default.aspx?bookseller\\_id=290&Course=BUS+140&frame=YES&t=permalink](https://www.campusbookstore.com/integration/AccessCodes/default.aspx?bookseller_id=290&Course=BUS+140&frame=YES&t=permalink)
- c. **OPTIONAL:** Physical Text (which includes the access code *only if it is new*, not used): Poatsy, et.al. Exploring Microsoft Office 2019 Introductory (Volume 1). 2020 – Pearson, ISBN 9780135768907

#### 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.

| TENTATIVE SCHEDULE: BUS 140 D05 14Wk S22 |                          |                                 |            |               |
|------------------------------------------|--------------------------|---------------------------------|------------|---------------|
| Week                                     | Module                   | Topics                          | EXAM DATES |               |
| Week 1                                   | File Management          | Intro                           |            |               |
|                                          |                          | FM                              |            |               |
| Week 2                                   | PowerPoint Presentations | PPT Ch 1 Creating Slides        |            |               |
|                                          |                          | PPT Ch 2 Transitions            |            |               |
|                                          |                          | <b>PPT Theory Assessment</b>    | <b>Fri</b> | <b>13-May</b> |
|                                          |                          | <b>PPT Practical Assessment</b> | <b>Fri</b> | <b>13-May</b> |
| Week 3                                   | Excel Spreadsheets       | XL Ch 1 Intro to Excel          |            |               |
| Week 4                                   |                          | XL Ch 2 Functions               |            |               |
|                                          |                          | XL Ch 7 Amortization            |            |               |
| Week 5                                   |                          | XL Review Functions             |            |               |
|                                          |                          | XL Ch 9 3D & Grouping           |            |               |
| Week 6                                   |                          | XL Ch 4 Print & Tables          |            |               |
|                                          | XL Ch 3 Charts & Graphs  |                                 |            |               |
|                                          | XL Review                |                                 |            |               |
|                                          |                          | <b>XL Theory Assessment</b>     | <b>Fri</b> | <b>10-Jun</b> |
|                                          |                          | <b>XL Practical Assessment</b>  | <b>Fri</b> | <b>10-Jun</b> |
| Week 7                                   | Access Databases         | ACC Ch 1 Database Intro         |            |               |
|                                          |                          | ACC Ch 2 Related Tables         |            |               |

|         |                        |                                 |            |               |
|---------|------------------------|---------------------------------|------------|---------------|
| Week 8  |                        | ACC Ch 3 Queries                |            |               |
|         |                        | ACC Ch 4 Forms & Reports        |            |               |
| Week 9  |                        | ACC Review                      |            |               |
|         |                        | <b>ACC Theory Assessment</b>    | <b>Mon</b> | <b>04-Jul</b> |
|         |                        | <b>ACC Practical Assessment</b> | <b>Mon</b> | <b>04-Jul</b> |
| Week 10 | Word Processing        | WD Ch 1 Document Setup          |            |               |
|         |                        | WD Ch 2 Pictures & Styles       |            |               |
| Week 11 |                        | WD Ch 4 Citation & Tracking     |            |               |
|         |                        | WD Ch 3 Tables & Mailouts       |            |               |
| Week 12 |                        | <b>WD Theory Assessment</b>     | <b>Fri</b> | <b>22-Jul</b> |
|         |                        | <b>WD Practical Assessment</b>  | <b>Fri</b> | <b>22-Jul</b> |
|         | Information Technology | IT Hardware/Software            |            |               |
| Week 13 |                        | IT Networks/Internet            |            |               |
|         |                        | IT Review                       |            |               |
| Week 14 |                        | <b>IT Theory Assessment</b>     | <b>Fri</b> | <b>29-Jul</b> |
|         | Internet and HTML      | Internet and HTML               |            |               |

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). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

| DESCRIPTION              | WEIGHTING    |
|--------------------------|--------------|
| Assignments & Activities | 40%          |
| Exams & Assessments      | 60%          |
| PowerPoint               | 5%           |
| Excel                    | 25%          |
| Access                   | 20%          |
| Word                     | 10%          |
|                          | <b>TOTAL</b> |
|                          | 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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.

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

## COURSE GUIDELINES & EXPECTATIONS

### 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 (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.

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. All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL. **Non-attendance on scheduled exam dates will result in a zero grade.** 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*.

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.

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.

## 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.

## 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 <http://camosun.ca/students/>.

| Support Service     | Website                                                                                   |
|---------------------|-------------------------------------------------------------------------------------------|
| Academic Advising   | <a href="http://camosun.ca/advising">http://camosun.ca/advising</a>                       |
| Accessible Learning | <a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a> |
| Counselling         | <a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>                 |
| Career Services     | <a href="http://camosun.ca/coop">http://camosun.ca/coop</a>                               |

| Support Service                     | Website                                                                               |
|-------------------------------------|---------------------------------------------------------------------------------------|
| Financial Aid and Awards            | <a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>           |
| Help Centres (Math/English/Science) | <a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>           |
| Indigenous Student Support          | <a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>               |
| International Student Support       | <a href="http://camosun.ca/international/">http://camosun.ca/international/</a>       |
| Learning Skills                     | <a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>       |
| Library                             | <a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a> |
| Office of Student Support           | <a href="http://camosun.ca/oss">http://camosun.ca/oss</a>                             |
| Ombudsperson                        | <a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>                       |
| Registration                        | <a href="http://camosun.ca/registration">http://camosun.ca/registration</a>           |
| Technology Support                  | <a href="http://camosun.ca/its">http://camosun.ca/its</a>                             |
| Writing Centre                      | <a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</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.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### 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](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.

## Standard Grading System

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A = Exceptional achievement

B+ = Very good achievement

C+ = Satisfactory achievement

D = Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite

F = Minimum level has not been achieved

| Percentage | Grade | Grade Point<br>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     | 1                          |
| 0-49       | F     | 0                          |