



School of Business Course Outline
Applied Business Technology Department

BUS 140 Business Information Technology
Section D07

Winter 2022 (14 Week Course)

Camosun College Calendar Description retrieved 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	Nicholas Read	
(b) Classroom and Times	This is an online class – we will not have any classroom meeting times. 3 exams will be written at home – see exam dates/times below.	
(c) Office hours	Online by appointment	
(d) Office Location	CBA 263 or online (email me !)	
(e) Phone	Please email	Alternative: School of Business Office 250-370-4565
(f) E-mail address	readn@camosun.bc.ca	
(g) 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:

- 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.

3. Required Materials

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 vice-versa, 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.

- a. **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**.
- 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
- c. **OPTIONAL:** Physical Text (includes access code if new, not used): Poatsy, et.al. Exploring Microsoft Office 2019 Introductory (Volume 1). 2020 – Pearson, ISBN 9780135768907

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 and exam dates. Note that this course has exams at the end of each module, that are held within scheduled class times.

COURSE OUTLINE

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Week	Starting Dates	Topic	Activities/Discussion
1	Jan 10	Introductions, College processes, myitlab registrations, baseline computer use.	Introductions, orientation to online
2	Jan 14	Intro to Excel	
3	Jan 21	Excel – more challenging stuff...	If, Vlookup and PMT functions.
4	Jan 28	More Excel	Financial functions, workbook management
5	Feb 4th	Excel	Charting,
6	Feb 11	Last chapter of excel and exam review	Datasets and Tables
7	Feb 18	1 st Exam to be written at home 6-9pm on Feb 18th.	Following week is reading week – no course materials presented
8	Feb 25	MS Access	Introduction, creating tables
9	March 4	MS Access	Queries
10	March 11	MS Access	Forms and Reports

11	March 18	2 nd exam – to be written at home 6-9pm on March 18 th . MS powerpoint	MS Powerpoint!
12	March 25th	MS Word	
13	April 1st	MS Word	
14	April 8th	Finish MS Word, discuss computer hardware, software, networking. MS Word Exam Thursday April 14th at 6pm.	

Basis of Student Assessment (Weighting)

- a) Assignments & Activities:40%**
 - a. Myitlab Capstone Assessments20%
 - b. Weekly Lesson Submissions10%
 - c. Other Assignments10%
- 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. **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 \(CAL\)](#) 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.

College Policies.

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: 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 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.

1. Recommended Materials/Resources to Assist Students to Succeed Throughout the Course

[Camosun Learning Skills page](#) and [Camosun Learning Skills Guides](#)

[Camosun Writing Centres: Tools and Resources](#)

[APA 7th Edition Workbook](#)

[Purdue Online Writing Lab \(OWL\)](#)

[SFU Essay Assignment Calculator](#) (Camosun's [Time Management guide](#) also links to this page)

2. 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 Integrity, 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).

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

See Camosun College (2019) Grading from: <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>

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/>.