

# COURSE SYLLABUS



COURSE TITLE: SPMA 225 Computer Applications in Sport

CLASS SECTION: 01

TERM: Winter 2025

COURSE CREDITS: 3

DELIVERY METHOD(S): In class lectures & labs Tuesdays 8:30am – 9:50am in CBA 201 and Thursdays 12:30pm – 1:50pm in CBA 277

Camosun College campuses are located on the traditional territories of the Lək'wəḡən 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

---

NAME: Chris Psutka

EMAIL: [psutkac@camosun.ca](mailto:psutkac@camosun.ca)

OFFICE: PISE 306E

HOURS: Email for appointment

*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.*

## COURSE DESCRIPTION

---

This course is designed for students to develop competencies in the areas of computer and data technology and information management in sport. The course provides education in the practice and theory of computers and computer data systems and software related to practical application in the sport industry.

**PREREQUISITE(S):** One of: C+ in English 12 C+ in English Studies 12 C+ in English 12 First Peoples C+ in Literary Studies 12 C in ENGL 091 and ENGL 093 C in ENGL 092 and ENGL 094 C in ENGL 092 and ENGL 096 C in ENGL 103 and ENGL 104 C in ENGL 142 C in ELD 092 and ELD 094 C in ELD 097 C in ELD 103 and ELD 104 - Must be completed prior to taking this course.

## COURSE LEARNING OUTCOMES / OBJECTIVES

---

At the completion of this course, students will be able to:

- Demonstrate use of specific computer software programs in the sport setting including client registration, entry systems and sport program management (e.g. tournaments).
- Utilize the computer to develop spreadsheet information and present using a variety of computer functions.
- Manage data tracking systems in relation to athlete and/or customer profile information and generate reports
- Demonstrate use of web-based technology to facilitate meetings and/or information dissemination.
- Evaluate computer effectiveness in the management of sport facilities and/or sport event management.
- Provide an effective multi-media computer presentation relating to topical issues in sport.
- Demonstrate use of computer analysis systems and statistical packages underpinning research of sport related topics.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

---

No course textbook. Readings will be assigned and available on D2L.

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.

Week	Tuesdays 10:30am – 11:50am in CBA 202	Lecture Topic	Fridays 12:30pm - 1:50pm in CBA 201	Lecture Topic	Notes
1	7-Jan	Class Introduction and Overview	9-Jan	MS Word	
2	14-Jan	Resumes	16-Jan	Cover Letters	
3	21-Jan	LinkedIn & Networking	23-Jan	Career Lab	
4	28-Jan	Test #1	30-Jan	Excel Basics	Test #1 (20%) - <b>Jan 28</b>
5	4-Feb	Excel Basics Lab	6-Feb	Pivot Tables	
6	11-Feb	Surveys	13-Feb	Pivot Tables & Survey Lab	
<b>Reading Week – No Class</b>					
7	25-Feb	Test #2	27-Feb	Cleaning Data For CRM	Test #2 (25%) - <b>Feb25</b>
8	4-Mar	Data Cleaning Lab	6-Mar	Using Data in Excel	
9	11-Mar	Data Lab	13-Mar	Power Point	
10	18-Mar	Test #3	20-Mar	AI & Web-Based Technology for Effective Meetings	Test #3 (20%) - <b>Mar 18</b>
11	25-Mar	Power Point & Meetings Lab	27-Mar	Topical Issues in Sport Presentations	Topical Issues in Sport Presentations (20%) - <b>Mar 27 - April 10</b>
12	1-Apr	Test #4	3-Apr	Topical Issues in Sport Presentations	Test #4 (15%) - <b>April 1</b>
13	8-Apr	Topical Issues in Sport Presentations	10-Apr	Topical Issues in Sport Presentations	

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 notice 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

DESCRIPTION	WEIGHTING	DUE DATE
Test #1	20%	Jan 28
Test #2	25%	Feb 25
Test #3	20%	Mar 18
Test #4	15%	April 1
Topical Issues in Sport Presentation	20%	Mar 27 – April 10
<b>TOTAL</b>	100%	

## COURSE GUIDELINES & EXPECTATIONS

Commitment to your learning is a collaboration between yourself, your instructor, and your classmates. Please be prepared to participate fully.

You can expect your instructor to:

- Begin classes on time
- Be prepared for class every day
- Treat every member of the class with respect
- Engage in activities that will benefit your learning
- Foster an open and supportive environment in which to learn

Your instructor expects of you to:

- Be on time for class every day
- Treat others in the class with respect
- Take an active part in your own learning
- Be supporting and accepting of the views of others

## ARTIFICIAL INTELLIGENCE (AI) USAGE POLICY

Artificial Intelligence (AI) tools can enhance learning and productivity when used ethically and transparently. In this course, AI usage is subject to the following conditions:

1. **Tests and Assessments:**

- AI tools are **not permitted** during tests unless explicitly allowed by the instructor. Violations will result in a zero for the test.

2. **Assignments and Labs:**

- Use of AI for Excel formulas or functions that differ from methods taught in class will result in a zero for the assignment.
- AI-generated content in other assignments must adhere to academic integrity guidelines and be disclosed.

3. **Topical Issues in Sport Presentation:**
  - If AI tools are used in preparing your presentation, disclosure is required. Failure to disclose AI usage may result in penalties.
4. **General Expectations:**
  - AI can be a valuable tool for research and learning; however, reliance on AI-generated content without critical engagement undermines your educational experience. Ensure your submissions reflect your understanding and originality.
5. **Disclosure Requirements:**
  - Any use of AI tools (e.g., ChatGPT, or similar technologies) must be documented clearly within your work, including details of how the tool was used.
  - For example, “AI assistance was used to refine the structure of this presentation.”

Non-compliance with these guidelines will be treated as a breach of academic integrity and may result in academic penalties as outlined in the Camosun College Academic Integrity Policy.

### SCHOOL OR DEPARTMENTAL INFORMATION

---

Final examinations may be scheduled at any time during the examination period by Camosun College. All students are expected to write the final exam at the time, date, and location set by the Office of the Registrar. Students should therefore avoid making prior travel, employment, or other commitments for this period. If a student is unable to write an exam through no fault of his or her own for medical or other reason(s), valid documentation must be provided, and it must be discussed with the instructor well in advance of the exam date. If the student is absent for an exam (written or practical) and has not made arrangements with the instructor in advance, a zero grade will be applied.

### STUDENT RESPONSIBILITY

---

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 <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>
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>

---

Support Service	Website
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.

---

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

---

### 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.