

BUS103 – Introductory Business Computing

3 Credits, 15 weeks, 4 hours/wk

Official course description: The students will be introduced to the principles of computers and data processing. This is achieved through the analysis and use of hardware and microcomputer business software. Hands-on usage of application software is stressed throughout the course. Applications focused on are word processing, financial spreadsheets, presentation packages, and project schedulers. Actual applications covered will depend on software availability and interest level in the application areas.

Prerequisites and/or co-requisites - None

Instructor

Gerri Jacobs
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Office Hours

Tuesday, 2:00 pm to 3:00 pm, 5:00 pm to 6:15 pm
Wednesday, 5:00 pm to 6:15 pm
Thursday, 9:00 am to 10:00 am

Hours of Instruction

Wednesdays 3:00 pm – 4:50 pm
Fridays 8:00 am – 9:50 am

Required Resources

Microsoft Office 2012, Kinser, Amy, Vol. 1, ISBN 978-0-13-260429-1

Course Outcomes

- Develop a high level of familiarity with the fundamentals of MSOffice
- Develop the practical ability to create and modify documents.
- Build simple presentations.
- Solve business problems using spreadsheets.
- Create basic databases and produce reports.
- Develop the ability to apply learned material in the “real” world applications.

Evaluation

In-Class Assignments	20%
Group Presentation	20%
Test # 1	20%
Test # 2	20%
Test # 3	20%

TOTAL **100%**

A grade of C- is required for progression.

The minimum standard for passing this course is a grade of D (50%).

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 - 93.9
	A-	3.7	80 - 86.9
Good	B+	3.3	77 - 79.9
	B	3.0	74 - 76.9
	B-	2.7	70 - 73.9
Satisfactory	C+	2.3	67 - 69.9
	C	2.0	64 - 66.9
	Progression	C-	60 - 63.9
Poor	D+	1.3	57 - 59.9
Min Pass	D	1.0	50 - 56.9
Failure	F	0.0	< 50

Performance Requirements

1. Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course. Please refer to page 32 of the Credit Calendar.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

2. Academic Misconduct (page 32 of the Credit Calendar)

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

3. Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program Office at 792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119)

Teaching and Learning Methodologies

This is an interactive and team driven course. High levels of creativity and teamwork are recommended for maximum success.

Please Note:

This course outline may be modified to facilitate unforeseen time constraints. Date and time allotted to each topic is subject to change.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Gerri Jacobs Name], Instructor

Gina Langager, Chair Date Authorized

Guy Harmer, Dean Date Authorized

Signed copies to be delivered to:

Gerri Jacobs
Registrar's Office