

Introductory Business Computing BUS 103E

3 Credits, 6 weeks, 6 hours per week

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

Iggy Goremucheche
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Office Hours

Tuesday	16.00 – 1700
Wednesday	15.00 – 17.00
Thursday	15.00 – 17.00

Hours of Instruction

Room S207

Tuesday	6.30pm – 9.30pm
Thursday	6.30pm – 9.30pm

Required Resources

Microsoft Office 2010, Kinser, Amy, Vol 1, ISBN 978-0-13-260429-1

Course Outcomes

- Develop a high level of familiarity with the fundamentals of MS Office
- 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%
Mid Term Test	25%
Final Exam	35%

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

Failure to achieve a weighted average of 50% on the exams will result in a failing grade (F).

This course is an equivalent for a course required for completion of the CGA program. A grade of C+ or more is required for this purpose.

This course is an equivalent for a course required to qualify for the CMA entrance exam. A grade of D or higher in this course and a GPA of 2.7 in all CMA prerequisites is required for this purpose.

Performance Requirements

CLASS POLICIES (Please also refer to pages 27 through 31 of the Credit Calendar)

Cellular Phones are a distraction to both your fellow students and the class instructor. All cellular phones are to be turned off, or at minimum set on silent mode prior to the beginning of class time.

If a student is observed using a cellular phone at any time during class, i.e. sending or reading text messages, they will be asked to leave the classroom for the remainder of class time.

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.

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.

Academic Misconduct

It is understood that some students may work together on their assignments. This is an acceptable practice as long as all students are doing their own work. It is important to read and understand the following four forms of academic dishonesty:

- **Cheating on Tests and Examinations:** Copying the work of others; or the use, or attempted use, of unauthorized notes, information, materials, study aids, or devices in any academic exercise or activity.
- **Plagiarism:** The use or submission of another's words, ideas, results, work, or processes without providing appropriate credit (ie. Documentation).
- **Multiple Submissions:** Submitting the same material for credit in two courses, without permission of the instructor(s).
- **Improper Collaboration:** Inappropriate sharing of work on an assignment that was intended as an individual assignment, or when students work together in groups beyond the degree of permissible collaboration set out by the instructor

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

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)

Success Criteria - To receive a passing grade (a grade score of D or higher) in this class, a total mark of 50% (on all work) and a weighted average mark of at least 50% on the examinations must be attained. That is, you must satisfy both final class mark and exam mark requirements to receive a passing grade. Failure to meet either of these criteria will result in a maximum grade of F.

Teaching and Learning Methodologies

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

Proposed Schedule

TOPICS TO BE COVERED AND IMPORTANT DATES:

Week of:	TOPIC	REQUIRED READING
14 May	Introduction to Course :& Reviewing and Modifying Document	Course Outline, MS Word Workshop 1
	MS Word : Creating and Editing a Document	MS Work Workshop 2
21 May	MS Word: Including Tables and Objects	MS Word Workshop 3
	MS Excel: Understanding and Manipulating MS Excel 2010	Workshop 1 MS Office Excel
28 May	MS Excel: Formatting, Formulas and Functions	Workshop 2 MS Office Excel
	MS Access: Understanding the Four Main Database Objects	Workshop 1 : MS Access
4 June	Mid term Exam	Word, Excel and Access
	MS Access: Gathering Data into a Database	Workshop 2, MS Access
11 June	MS Powerpoint: Communicating with Presentations	Workshop 1 : MS PowerPoint
	MS PowerPoint Applying and Modifying Text and Graphics	Workshop 2: MS PowerPoint
18 June	Presentations incorporating, Excel, Access, PPT and Word	Review All topics
	Final Exam	MS Word, Access, PowerPoint and Excel.

NOTES:

- This proposed schedule may be subject to change to facilitate unforeseen time constraints and circumstances

Evaluations

DUE DATE	PROBLEM SET		% age	MARKS
21/05	Worksheet 1	MS Word Assignment 1	5%	25
28/05	Worksheet 2	MS Excel Assignment 2	5%	25
04/06	Midterm	Midterm Exam	25%	100
11/06	Worksheet 3	MS Access Assignment 3	5%	25
18/06	Worksheet 4	MS PowerPoint Assignment 4	5%	25
18/06	Presentation	Group Presentation : Case Problem	20%	100
20/06	Final Exam	Final Exam	35%	100

Assignments are due by the **BEGINNING** of the class on the date specified, unless arrangements have been made prior to that assignment's due date.

Fifteen (15) marks will be deducted for each day, or part thereof, that an assignment is late. Assignments will not be accepted more than three (3) days late, and a mark of zero will be given for that assignment.

All assignments are to be handed in hard copy, AND a soft copy posted on moodle.

Wherever appropriate, show your work. Marks will be given for the process, not for just the answer. It is important to show **ALL** your calculations.

Format and presentation count.

ENGLISH, GRAMMAR AND NEATNESS ALWAYS COUNT!

Authorization

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

Iggy Goremucheche, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office