NORTHWESTERN POLYTECHNIC

DEPARTMENT Business & Office Administration

COURSE OUTLINE – Fall 2022

BA1150 (A2): Introduction to Computers in Business – 3 (3-0-0) UT 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

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INSTRUCTOR:	Amy Rawluk, CPA	**PHONE:**	780-539-2873
OFFICE:	C413	**E-MAIL:**	ARawluk@nwpolytech.ca
OFFICE HOURS:	Tuesdays 11:30am – 1:00pm & Thursdays 10:00am – 11:30am		

CALENDAR DESCRIPTION:

This course is a practical introduction to the software applications most commonly used in business. Students will develop a basic working knowledge of a desktop operating system and a suite of business software applications that will include file management, word processing, spreadsheet, presentation and database management.

PREREQUISITE(S)/COREQUISITE: None.

REQUIRED TEXT/RESOURCE MATERIALS:

1. **PRINT TEXT**
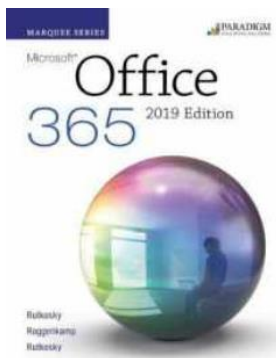
    Roggenkamp, A., Rutkosky, I., & Rutkosky, N. (2019). **Marquee Series: Microsoft® Office 365 (2019 Edition)**. Paradigm Publishing, LLC.

    The above text includes *Cirrus* access. *Cirrus will be used extensively in lecture and lab.* Cirrus Activation Codes are required for students to access Cirrus content within their Cirrus Course. *Students are required to register in Cirrus for BA1150.* Before accessing a skills-based assessment in Cirrus, students will be required to authenticate (one-time validation) their Microsoft Office 365 license. *Note:* The time zone must be set to Mountain Time (US & Canada) for the duration of the course.

    Please see Cirrus system requirements required to access and manage Cirrus courses: https://help.paradigmeducation.com/cirrus/article-categories/system-requirements/

2. **SUPPLEMENTAL RESOURCES**
    Additional resources may be introduced by the instructor and are at no cost to students.

3. **OFFICE 365 (Free for NWP students)**
   Go to myNWP Self-Service. See My Profile and Account Information to obtain Software Access.

4. **SOFTWARE & NETWORK REQUIREMENTS**
   Please refer to the course management system myClass (D2L/Brightspace) for access to software resources for this course.

   Please note that the following software apps and internet capacity are required to participate in online course content: see NWP requirements at https://www.nwpolytech.ca/doc.php?d=TECHREQ. There are specific technology requirements for this course. Please make sure you are aware of these minimum requirements.

   The following system features are required on your computer to run Cirrus. Click on the following link to see Cirrus System Requirements at https://help.paradigmeducation.com/cirrus/article-categories/system-requirements/. Please make sure you are aware of these minimum requirements.

5. **MINIMUM DEVICE REQUIREMENTS**
   A device must meet or exceed the following specifications to participate in online course content at NWP: see NWP requirements at https://www.nwpolytech.ca/doc.php?d=TECHREQ. There are specific technology requirements for this course. Please make sure you are aware of these minimum requirements.

   The following system features are required on your computer to run Cirrus. Click on the following link to see Cirrus System Requirements at https://help.paradigmeducation.com/cirrus/article-categories/system-requirements/. Please make sure you are aware of these minimum requirements.

6. **COURSE MANAGEMENT SYSTEM**
   NWP uses myClass (D2L/Brightspace) online course management system. See the BA1150 course home page for important course information. To access visit https://myclass.gprc.ab.ca/d2l/home

DELIVERY MODE(S): On-campus (face-to-face)
This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

COURSE OBJECTIVES:
This course prepares students to work with the 2019 edition of Microsoft Office 365 in a career setting or for personal use. Using courseware that incorporates an accelerated, step-by-step, project-based approach, students develop an introductory-level competency in Word, Excel, Access, and PowerPoint and explore the essential features of Windows 10.

LEARNING OUTCOMES:
Upon successful completion of the course, students will be able to:
- Complete and demonstrate functions and tasks with word processing, spreadsheets, databases, and presentation software along with other software products.
- Create a business presentation using PowerPoint.
- Create Word documents that utilize proper business formatting.
- Create Excel spreadsheets and Access databases that can store and manipulate large amounts of data.
- Develop a basic understanding of Power BI. Students will be able to create data visualizations from multiple data sources and share insights based on that data.

TRANSFERABILITY:
Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page http://www.transferalberta.ca.
** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Exercises, projects & assignments	30%
Module Exams	40%
Final Exam* (Comprehensive; All chapters)	30%
Total	100%

In order to receive credit for BA1150, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%). You are strongly encouraged to complete all exercises, project(s), assignments, and exams. Students will receive a zero (0) for any missed exercises, projects, assignments, and exams. There are no re-writes, deadline extensions, or bonus exercises, assignments or projects available to improve your grade.

Evaluations for BA1150 must be taken with the use of Cirrus or Microsoft Office 365.

GRADING CRITERIA:
Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:
The course schedule is approximate and may vary slightly at the discretion of the instructor. You are strongly encouraged to complete all exercises, project(s), assignments, and exams. Students will receive a zero (0) for any missed exercises, project, assignments, and exams. There are no re-writes, deadline extensions, or bonus exercises, assignments, or projects available to improve your grade.

Weeks	Week of . . .	Lecture Activity
1 & 2	Aug 28 & Sept 4	Course outline, technology check, and Getting Started in MyClass Information Technology Essentials Word - Section 1: Creating and Editing a Document Word - Section 2: Formatting Characters and Paragraphs
3 & 4	Sept 11 & 18	Word - Section 3: Formatting and Enhancing a Document Word - Section 4: Formatting with Special Features **Skills Exam**
5	Sept 25	Excel - Section 1: Analyzing Data Using Excel Excel – Section 2: Editing and Formatting Worksheets
6	Oct 2	Excel - Section 3: Using Functions, Setting Print Options, and Adding Visual Elements Excel - Section 4: Working with Multiple Worksheets, Tables, and Other File Formats
7	Oct 9	Thanksgiving Day and Fall Break – No Classes
8	Oct 16	Excel - Section 3: Using Functions, Setting Print Options, and Adding Visual Elements Excel - Section 4: Working with Multiple Worksheets, Tables, and Other File Formats **Skills Exam**
9 & 10	Oct 23 & 30	Access - Section 1: Maintaining Data in Access Tables Access - Section 2: Creating Tables and Relationships
11 & 12	Nov 6 & 13	Remembrance Day – No Classes (Nov 11) Access - Section 3: Creating Queries, Forms and Reports Access - Section 4: Summarizing Data and Calculating in Forms and Reports **Skills Exam**
13 & 14	Nov 20 & 27	Power BI – Introduction to Power BI, Analyze Data with Power BI, Build a Simple Dashboard, Use Reports. PowerPoint, Section 1: Preparing a Presentation PowerPoint, Section 2: Editing and Enhancing Slides
15 & 16	Dec 4 & 11	PowerPoint, Section 1: Preparing a Presentation PowerPoint, Section 2: Editing and Enhancing Slides PowerPoint, Section 3: Customizing a Presentation **Assignment**
	Dec 14 - 22	**Final Exam** (Cumulative – All Chapters)

STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of NWP. As students, rights apply to the Polytechnic in terms of what students are expected to know, expect and receive in all aspects of their period of study at NWP. The standards of student responsibilities apply to all students in terms of what they are expected to take responsibility for and how to conduct themselves during their period of study at NWP. There are no exceptions to this policy. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see https://www.nwpolytech.ca/about/administration/policies/ and https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69

Attendance

Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the scheduled class. Students may be refused permission to write the final examination on the advice of the instructor. This usually happens when absences are more than six absences (2 weeks), *or* if significant assessments like assignments, quizzes, tests, and/or exam(s) are not completed; see Examination Policy and Debarred from Examinations; https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37.

Attendance is taken in class. Tardiness will be treated as an absence. Students may review their attendance on myNWP. During lecture and lab time, it is expected that students will work on the BA1150 course material. Course materials (course outline, schedule information, assignments, etc.) and announcements will be published in myClass, McGraw Hill Connect (Connect), and Webmail. Students are responsible for checking all three of these resources regularly: two to five times per week.

Time Management

The expectation for this course is that students read/review the course material before class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. See **Course Schedule/Tentative Timeline** section above.

Recording

Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed, or displayed in any public manner. Any images taken without instructor consent will need to be deleted immediately.

Webmail

Students may contact the instructor by NWP Webmail. Webmail will be answered within one business day outside of stated office hours. Webmail correspondence must be sent to your instructor from your NWP Webmail account. Webmail should be professionally formatted with correct spelling and grammar. Webmail must include a subject line and reference to the course code and material(s) and/or textbook pages, etc.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at https://www.nwpolytech.ca/programs/calendar/ or the Student Rights and Responsibilities policy which can be found at https://www.nwpolytech.ca/about/administration/policies/index.html.

**Note: all Academic and Administrative policies are available on the same page.

ADDITIONAL INFORMATION:

Study Skills Hub

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly.

The NWP Study Skills Hub will help you develop the skills you need to succeed in your program and cope with the demands of higher education. Click on the following link for free access: https://libguides.nwpolytech.ca/learningportal/studyskills