

DEPARTMENT Business & Office Administration

COURSE OUTLINE – Fall 2022

BA1150 (B2): 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.

INSTRUCTOR: Abigail (Abby) Head, CPA, CMA, MBA **PHONE:** 780-539-2712
OFFICE: C304 **E-MAIL:** ahead@nwpolytech.ca
OFFICE HOURS: Tuesday and Thursday 11:30am – 1pm

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>

7. AUDIO/VIDEO CONFERENCING

NWP uses the Zoom web-based audiovisual conference system for lectures. To participate in a Zoom lecture, a headset and/or speaker, a microphone and a web camera is required. For exercises, projects, assignments and exams, a headset and/or speaker, a microphone and web camera are required. To join Zoom, click the Zoom tab in your myClass course space.

DELIVERY MODE(S): Synchronous (remote) – This type of course will be delivered remotely through video-conferencing technologies (i.e. Zoom). There are set class times and students are expected to attend remote class sessions.

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.

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. For exercises, projects, assignments and all exams, a headset and/or speaker, a microphone and web camera are required. To join Zoom, click the Zoom tab in your myClass course space.

Students are expected to attend all virtual lectures via Zoom, arrive on time, and remain for the duration of the activities with their video/web camera on.

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.

Week of . . .	Lecture Activity and Required Reading
Aug 28	Course outline, technology check, and Getting Started in myClass Information Technology Essentials
Sept 4	Word - Section 1: Creating and Editing a Document Word - Section 2: Formatting Characters and Paragraphs Labour Day (Sep 5)
Sept 11	Word - Section 3: Formatting and Enhancing a Document
Sept 18	Word - Section 4: Formatting with Special Features Module Exam
Sept 25	Excel - Section 1: Analyzing Data Using Excel Excel - Section 2: Editing and Formatting Worksheets National Day for Truth and Reconciliation (Sep 30)
Oct 2	Excel - Section 3: Using Functions, Setting Print Options, and Adding Visual Elements
Oct 9	Thanksgiving Day and Fall Break – No Classes
Oct 16	Excel - Section 3/4: Working with Multiple Worksheets, Tables, and Other Formats
Oct 23	Module Exam Access - Section 1: Maintaining Data in Access Tables
Oct 30	Access - Section 2: Creating Tables and Relationships
Nov 6	Access - Section 3: Creating Queries Forms and Reports Module Exam Remembrance Day – No Classes (Nov 11)
Nov 13	Power BI
Nov 20	Power BI Module Exam
Nov 27	PowerPoint, Section 1: Preparing a Presentation PowerPoint, Section 2: Editing and Enhancing Slides
Dec 4	PowerPoint, Section 3: Customizing a Presentation Assignment
Dec 11	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 virtual lectures via Zoom, arrive on time, and remain for the duration of the activities with their video/web camera on. Students may be refused permission to write the final examination on the advice of the instructor. This usually happens when absences are more than four 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.

Copyright

NWP respects Canadian and International laws and agreements with respect to the use of copyright materials. It is the responsibility of the individual using copyrighted materials to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy, and the Copyright Practices Guide for NWP instructors and Staff. See <https://www.nwpolytech.ca/about/administration/policies/index.html> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=71> .

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>

Zoom Etiquette

Control video and audio quality

Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

Think about your background

Try to provide a nice, plain background. You cannot control everything in a mobile environment, but you should give some thought to background prior to your meeting.

During your meeting

Mute your microphone when necessary. Zoom has a “Mute Microphone” option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

Think about your actions on camera

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.

Set up your username properly

Use the same name that you used to register for the course to ensure you are marked as present if the instructor takes attendance. Only registered students are granted Zoom meeting access.

Messaging using chat function

Be safe: Ensure your posts to the chat and replies do not put other individuals in an unsafe situation, either physically or emotionally. **The chat function is for BA1150 discussions ONLY. Students misusing the chat function may be dismissed from class by instructor.** Misuse will be reviewed with Department Chair.

Be Safe

Some activities during zoom meetings may be unsafe. Be safe. **If unsafe activities are observed in Zoom, the instructor will dismiss the student from online class via zoom. Unsafe student activities will be reviewed with the Department Chair.**