DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2021

BA 1150 (B2): Introduction to Computers in Business – 3 (3-0-1) 60 Hours for 15 Weeks

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

INSTRUCTOR: Amy Rawluk, CPA	**PHONE:** (780) 539-2873
OFFICE: C413	**E-MAIL:** ARawluk@gprc.ab.ca
OFFICE HOURS: Monday 3:00-4:00, Wednesday 1:00-2:00, or by appointment	

FALL 2021 DELIVERY

Remote Delivery. This course is delivered remotely with students via Zoom. There are set class times and students are expected to attend Zoom class sessions. Students must have a computer with a webcam and reliable internet connection. Webcams must be always on during the duration of the class. This will require proper attire, a distraction-free area with minimal noise, adequate lighting, and reliable technology/internet connection. Students will be removed from the Zoom classroom that do not adhere to these requirements. Technological support is available through helpdesk@gprc.ab.ca.

Note – the final examination for this course must be taken online with use of cirrus or Microsoft Office 365 at the discretion of the instructor. Cirrus requires Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smart phones, and other tablets are not supported.

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:

Roggenkamp, A., Rutkosky, I., & Rutkosky, N. (2019). *Marquee Series: Microsoft® Office 365* (2019 Edition). Dubuque, Iowa: Kendall Hunt Publishing Company.

This text includes *Cirrus* access. **Cirrus will be used extensively.**

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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. Students also develop an understanding of key ethical issues they will face in the context of using information technology.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

- Carry out functions and tasks with word processing, spreadsheets, databases, and presentation software along with other microcomputer 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:

Word	Exercises & Projects (4% Total) & Skills Exam (16%)	20%
Excel	Exercises & Projects (4% Total) & Skills Exam (16%)	20%
Access	Exercises & Projects (4% Total) & Skills Exam (16%)	20%
PowerPoint	Exercises & Projects (3%) & Assignment (7%)	10%
Final Exam*	Comprehensive (All Chapters)	30%
Total		**100%**

*Note: To receive credit for BA1150 you **must achieve 50% on the final examination**, and a course composite grade of at least a "D" (50%).

ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:

- Assignments must be submitted by the due date. Late assignments will not be accepted. No extensions or re-writes will be granted. Any missed assignments will receive a grade of zero.
- All assignments must be completed in Cirrus.
- Quizzes, tests and exams will be written as scheduled. Scheduling will take place for quizzes as the course progresses and you will be given ample, advanced notice of important dates.
- Unexcused absences during a test will earn a grade of zero.

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- The final examination for this course must be taken online with use of cirrus or Microsoft Office 365 at the discretion of the instructor.
- Cirrus requires Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smart phones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a College PC with the GPRC App -> On-campus Reservations. The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, S. 39 (4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

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:

Date	Program, Section
Sept 2	Information Technology Essentials Getting Started
Sept 6	Labour Day – No Classes
Sept 7	Word, Section 1: Creating and Editing a Document
Sept 9	Word, Section 1: Creating and Editing a Document
Sept 13	Word, Section 2: Formatting Characters and Paragraphs
Sept 14	Word, Section 2: Formatting Characters and Paragraphs
Sept 16	Word, Section 3: Formatting and Enhancing a Document
Sept 20	Word, Section 3: Formatting and Enhancing a Document
Sept 21	Word, Section 4: Formatting with Special Features
Sept 23	Word, Section 4: Formatting with Special Features/Review
Sept 27	Review/Catch up day (optional class)

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Date	Program, Section
Sept 28	**Word Exam (Due at 11:59pm)**
Sept 30	Excel, Section 1: Analyzing Data Using Excel
Oct 4	Excel, Section 1: Analyzing Data Using Excel
Oct 5	Excel, Section 2: Editing and Formatting Worksheets
Oct 7	Excel, Section 2: Editing and Formatting Worksheets
Oct 11-15	Thanksgiving Day/Fall Break – No Classes
Oct 18	Excel, Section 3: Using Functions, Setting Print Options, and Adding Visual Elements
Oct 19	Excel, Section 3: Using Functions, Setting Print Options, and Adding Visual Elements
Oct 21	Excel, Section 4: Working with Multiple Worksheets, Tables, and Other File Formats
Oct 25	Excel, Section 4: Working with Multiple Worksheets, Tables, and Other File Formats
Oct 26	Integrating Word and Excel
Oct 28	**Excel Exam (Due at 11:59pm)**
Nov 1	Access, Section 1: Maintaining Data in Access Tables
Nov 2	Access, Section 1: Maintaining Data in Access Tables
Nov 4	Access, Section 2: Creating Tables and Relationships
Nov 8	Access, Section 2: Creating Tables and Relationships
Nov 9	Access, Section 3: Creating Queries, Forms, and Reports
Nov 11	Remembrance Day – No Classes
Nov 15	Access, Section 3: Creating Queries, Forms, and Reports
Nov 16	Access, Section 4: Summarizing Data and Calculating in Forms and Reports
Nov 18	Access, Section 4: Summarizing Data and Calculating in Forms and Reports
Nov 22	Integrating Word, Excel, and Access
Nov 23	**Access Exam (Due at 11:59pm)**
Nov 25	PowerPoint, Section 1: Preparing a Presentation
Nov 29	PowerPoint, Section 1: Preparing a Presentation
Nov 30	PowerPoint, Section 2: Editing and Enhancing Slides
Dec 2	PowerPoint, Section 2: Editing and Enhancing Slides
Dec 6	PowerPoint, Section 3: Customizing a Presentation
Dec 7	PowerPoint, Section 3: Customizing a Presentation
Dec 9	Integrating Word, Excel, and PowerPoint
Dec 11-20	**Test Week**
Dec 12	**PowerPoint Assignment due at 11:59pm**

Please note: The above schedule may be revised at the discretion of the instructor based on class requirements.

Final exams will be scheduled by the Registrar during the exam period from December 11-20, 2021. **Do not plan activities or trips during this period.** Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero.

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STUDENT RESPONSIBILITIES:

Participation & Attendance:

Regular attendance is critical to success in BA1150. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete the assigned readings and assigned homework. Exercises and skills exams not submitted in Cirrus by the *preset deadline* will result in a grade of zero.

Students are expected to attend scheduled classes via Zoom, arrive on time, and remain for the duration of the activities. *Students with absences in excess of 6 classes may be refused permission to write the final exam.* For more information, please refer to the Academic Regulations on Debarred From Exams at https://www.gprc.ab.ca/programs/grading-systems.html.

Time Management:

The expectation for this course is that students read/review the text material prior to class; see white text pages for concepts/theory**.** Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings and exercises.

Recording:

Recording (audio, image, video) lectures or taking photos is strictly prohibited.

Email

Students may contact the instructor by email or phone. Emails will be answered within one *business* day outside of stated office hours.

Email correspondence to your instructor must be sent from your GPRC student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material 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 College Admission Guide at http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at http://www.gprc.ab.ca/about/administration/policies/

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

Plagiarism:

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

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- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

Cheating:

Cheating on tests or examinations includes, but is not limited to, the following:

- Dishonest or attempted dishonest conduct such as **speaking to other students or communicating with them under any circumstances whatsoever**
- Bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- Writing an examination, or part of it, outside the confines of the examination room without permission to do so
- Consulting any person or materials outside the confines of the examination room without permission to do so
- Leaving answer papers exposed to view, or any attempts to read other students' examination papers
- Tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- **Absolutely no examination materials may be removed from the examination room**. All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses, they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.

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