



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2021

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

INSTRUCTOR: Richard Beeson

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OFFICE HOURS: Monday Wednesday 11:00 AM - 12:00 PM

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.**

Winter 2021 DELIVERY

BA 1150 is an online course. Students will be expected to work through course material on the myclass.gprc.ab.ca course page.

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.transferralberta.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	Hands-On & Capstone Exercises (4% Total) & Quizzes (16%)	20%
Excel	Hands-On & Capstone Exercises (4% Total) & Quizzes (16%)	20%
Access	Hands-On & Capstone Exercises (4% Total) & Quizzes (16%)	20%
PowerPoint	Hands-On Exercises (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.

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:

Week	Program, Section
1	Information Technology Essentials Getting Started
1	Word, Section 1: Creating and Editing a Document
1	Word, Section 1: Creating and Editing a Document
2	Word, Section 2: Formatting Characters and Paragraphs
2	Word, Section 2: Formatting Characters and Paragraphs
2	Word, Section 3: Formatting and Enhancing a Document
3	Word, Section 3: Formatting and Enhancing a Document
3	Word, Section 4: Formatting with Special Features
3	Word, Section 4: Formatting with Special Features/Review
4	Word Exam (Due at 11:59pm)
4	Excel, Section 1: Analyzing Data Using Excel
4	Excel, Section 1: Analyzing Data Using Excel
5	Excel, Section 2: Editing and Formatting Worksheets
5	Excel, Section 2: Editing and Formatting Worksheets
5	Excel, Section 3: Using Functions, Setting Print Options, and Adding Visual Elements
6	Excel, Section 3: Using Functions, Setting Print Options, and Adding Visual Elements
6	Excel, Section 4: Working with Multiple Worksheets, Tables, and Other File Formats
7	Fall Break
8	Excel, Section 4: Working with Multiple Worksheets, Tables, and Other File Formats
8	Integrating Word and Excel
8	Excel Exam (Due at 11:59pm)
9	Access, Section 1: Maintaining Data in Access Tables
9	Access, Section 1: Maintaining Data in Access Tables
9	Access, Section 2: Creating Tables and Relationships
10	Access, Section 2: Creating Tables and Relationships
10	Access, Section 3: Creating Queries, Forms, and Reports
10	Access, Section 3: Creating Queries, Forms, and Reports

11	Access, Section 4: Summarizing Data and Calculating in Forms and Reports
11	Access, Section 4: Summarizing Data and Calculating in Forms and Reports
11	Integrating Word, Excel, and Access
12	Integrating Word, Excel, and Access
12	Access Exam (Due at 11:59pm)
12	PowerPoint, Section 1: Preparing a Presentation
13	PowerPoint, Section 1: Preparing a Presentation
13	PowerPoint, Section 2: Editing and Enhancing Slides
13	PowerPoint, Section 2: Editing and Enhancing Slides
14	PowerPoint, Section 3: Customizing a Presentation
14	PowerPoint, Section 3: Customizing a Presentation
14	Integrating Word, Excel, and PowerPoint
15	Integrating Word, Excel, and PowerPoint
15	PowerPoint Assignment due at 11:59pm April 12
15	Test Week

STUDENT RESPONSIBILITIES:

Participation & Attendance:

Regular work is critical to success in BA1150. Exercises and skills exams not submitted in Cirrus by the *preset deadline* will result in a grade of zero.

Students are expected to complete all of the activities. *Students fail to complete in excess of 6 activities 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:

- 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.

Note: The [quizzes/midterm examination(s)/final examination] for this course must be taken online with the use of Respondus Lockdown Browser and Respondus Monitor exam proctoring software. Students must download Lockdown Browser and Respondus Monitor will automatically start with [quizzes/examinations] through myClass. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Respondus Monitor 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 via the GPRC App -> On-campus Reservations.

You can learn more about Respondus Lockdown Browser and Respondus Monitor here:

<https://web.respondus.com/lockdownbrowser-student-video/>. It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and only if it was flagged due to suspicious activity.

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.”*

If you are unable to complete your [quizzes/examinations] using the proctoring software, you may request alternative accommodations to the online testing by contacting your instructor and the GPRC Testing Centre by telephone at [780-539-2212](tel:780-539-2212) to arrange to write your exam. Students must book their [quizzes/examinations] no less than 2-weeks in advance of the test date and students are choosing to write the [quizzes/examination] in the GPRC Testing Centre are responsible for the \$30 sitting fee.