



School of Business

BUS 140—Business Information Technology Course Outline—Summer 2010

Course Description

This course provides an introduction to information systems, hardware, software, networks and communication technologies as they are applied in a business context. Word processing, spreadsheet, presentation, and file management software will be introduced, as well as the use of the School's computer labs including policies, networks and printing.

(The Approved Course Description is also available on the web @ <http://camosun.ca/learn/calendar/current/web/bus.html#BUS140>)

Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records.

Instructor Information

Instructor	Robin Baskerville-Bridges
Office hours	See the Instructor Contact and Teaching Schedule Information for up-to-date office hours and teaching schedule.
Location	CBA 223
Phone	370-4131 (best to e-mail me)
E-mail	bridgesr@camosun.bc.ca
Website	www.bus.camosun.bc.ca/~bridges
Physical Drop Box	To the left of the elevators at the south end of CBA, 2 nd Floor.

Intended Learning Outcomes

At the completion of this course, students will be able to:

1. Explain why information systems are so important today for business and management.
2. Describe the impact and role of the Internet and Internet technology on business and government.
3. Define an information system from both a technical and business perspective, and distinguish between computer literacy and information systems literacy.
4. Define IT infrastructure and describe the components and levels of IT infrastructure.
5. Describe the features of contemporary corporate network infrastructure and key networking and communication technologies.
6. Use the basics of file management as it relates to local as well as networked devices.
7. Use the Internet as a search tool.

8. Identify the components of a typical office software suite, and be able to select the appropriate tool for a variety of different business functions.
 - a. **Word Processing Software:** Editing/Proofing Tools. Basic Character, Paragraph and Page formatting, Graphics, Tables. Production of Business Documents.
 - b. **Spreadsheet Software:** Editing/Proofing Tools. Basic formatting. Basic and Advanced Functions. Absolute, Relative and Mixed references. Production of Spreadsheets and Charts.
 - c. **Presentation Graphics Software:** Create presentations that include a variety of slide layouts, slide builds, and slide transition effects. Manage colour schemes. Link and Embed objects such as Word Processed Tables, Org Charts, Spreadsheets and Graphs, and Multimedia elements. Utilize features such as Slide Sorter, Outline and Notes Pages.
 - d. **Integration:** Effectively utilize OLE/DDE to combine components created in different Office applications into a single document.

Required Materials

Texts

Grauer, Laudon, et.al. Exploring Microsoft Office 2007 and IT Infrastructure (Custom Edition). 2009 – Pearson, ISBN: 978-0-558-32563-3

Other

Access Code for MyITLAB – please note that this code is included with your NEW text book purchase. If you purchase/obtain a used text (not recommended), you must purchase a stand-alone Access Code online.

Portable USB storage device

Course Content and Schedule

See course website.

Basis of Student Assessment (Weighting)

Assignments	40%
Excel Case Studies (take home)	8%
MYITLAB Hands-on Exercises (on-line)	6%
MYITLAB Quizzes (on-line)	6%
MYITLAB Theory Assignments (on-line take home quizzes)	10%
In-class exercises	10%
Exams	60%
Excel (two exams at 15% each)	30%
Word	10%
PowerPoint (Take home/Integration)	10%
File Management/Hardware/Software Terminology	5%
IT Infrastructure	5%

**Please note: student absence from any scheduled exam must be medically documented in order for that student to be granted an opportunity to write the exam outside of the normal schedule. Also note that late assignments are not marked.

Grading System

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Recommended Materials and Services to Assist Students to Succeed Throughout the Course

Learning Support and Services for Students

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.bc.ca>

Student Conduct Policy

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

School Of Business Academic Honesty Guidelines

The purpose of these guidelines are to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is the student's responsibility to become familiar with the content.