

**DEPARTMENT Business & Office Administration
COURSE OUTLINE – Winter 2024
BA1150 (EC): 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: By Appointment

CALENDAR DESCRIPTION:

This course is a practical introduction to software applications commonly used in business. Students will develop a working knowledge of an operating system and various software applications which supports coursework, as well as prepares students for the business environment.

PREREQUISITE(S)/COREQUISITE: none

REQUIRED TEXT/RESOURCE MATERIALS:

1. PRINT TEXT



Poatsy, M., Mulbery, K., Hogan, L., Davidson, J., Lau, L. K., Lawson, R., Kosharek, D. (2020). Microsoft Office 365 (2019 Edition ed.). Pearson. The above text includes a Pearson MyLab IT access code. This resource is used extensively in lectures. **Activation Codes are required for students to access MyLab IT content.** Students are required to register in MyLab IT first week of class

Note: The time zone must be set to Mountain Time (US & Canada) for the duration of the course.

2. SUPPLEMENTAL RESOURCES

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

3. OFFICE 365 (Free)

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. There are specific technology requirements for this course. Please make sure you are aware of these minimum requirements.

5. COURSE MANAGEMENT SYSTEM

NWP uses myClass (D2L/Brightspace), an online course management system. See the BA1150 course home page for important course information. To access visit <https://myclass.gprc.ab.ca/d2l/home>

6. ZOOM CONFERENCING SOFTWARE

NWP uses Zoom a web-based audiovisual conference system. To take part in an exam(s), you will need a headset or speakers, a microphone, and a web camera. To participate in Zoom exams/meetings, please click on the link provided in myClass (D2L) by your instructor.

DELIVERY MODE(S): Asynchronous (online)

This type of course will be delivered online through NWP's learning management system. There are no set class times and students attend remotely and asynchronously. **This is a paced online self-study course.**

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.alberta.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:

Module	Required Activities and Readings	Weighting
Word	Exercises (4% Total) & Word Module Exam (11%)	15%
Excel	Exercises (4% Total) & Excel Module Exam (11%)	15%
Access	Exercises (4% Total) & Access Module Exam (11%)	15%
Power BI	Exercises	5%
PowerPoint	Exercises (4% Total) & PowerPoint Module Exam (11%)	15%
Final Exam*	Cumulative – All chapters (2-hour exam) (Prescheduled Zoom Proctored examination times on April 22 & 23 Only)	35%
Total		100%

****In order to receive credit for BA 1150, 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 and exams. Students will receive a zero (0) for any missed exercises and exams. There are no re-writes, deadline extensions, or bonus exercises, assignments, or projects available to improve your grade. All evaluations for BA1150 must be taken with the use of Pearson MyLab IT and MS Office 365.

Evaluation Policies:

- Exercises must be submitted by the due date. Late exercises will not be accepted. No extensions or re-writes will be granted. Any missed exercises will receive a grade of zero. All exercises must be completed and submitted using Pearson MyLab IT.
- Exams will be written as scheduled. Scheduling will take place as the course progresses and students will be given advanced notice of important dates. Unexcused absences during an exam will earn a grade of zero.
- The final examination for this course must be taken using Zoom conference software and Pearson MyLab IT and MS Office 365. There are pre-scheduled Zoom Proctored examination times on April 22 & 23 only. The final exam is 2-hours.

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	95-100	C+	2.3	67-69
A	4.0	85-94	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.

Week of...	Required Readings and Activities
January 8	Course Outline, technology check, and Getting Started Word Chapter 1 and 2
January 15	Word Chapter 3
January 22	Word Chapter 4 Word Module Exam
January 29	Excel Chapter 1
February 5	Excel Chapter 2
February 12	Excel Chapter 3
February 19	Family Day and Winter Break
February 26	Excel Chapter 4 Excel Module Exam
March 4	Access Chapter 1
March 11	Access Chapter 2
March 18	Access Chapter 3 & Business Conference (March 19) Access Module Exam
March 25	Power BI Good Friday (March 29)
April 1	PowerPoint Chapter 1 & 2
April 8/15	Power Point Chapter 3 & 4 PowerPoint Module Exam Last Day of Class (April 15)
April 17 - 24	Final Exam* (Cumulative – All Chapters) (2-hour exam) (Prescheduled Zoom Proctored examination times on April 22 & 23 Only)

****In order to receive credit for BA 1150, 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 and exams. Students will receive a zero (0) for any missed exercises and exams. There are no re-writes, deadline extensions, or bonus exercises, assignments, or projects available to improve your grade. All evaluations for BA1150 must be taken with the use of MyITLab and Microsoft Office 365.

STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of NWP. 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>

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

ADDITIONAL INFORMATION:

Attendance

A student may be debarred from an examination when specific requirements are identified in the Course Outline and when the student's performance does not meet the specified requirements. **This usually happens when absences are more than four absences (2 weeks), or if significant assessments like exercises and exam(s) are not completed and submitted for grading before the deadlines published;** see Final Examination Policy and Debarred from Examinations; <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37>.

Time Management

The expectation for this course is that students will read the chapter material and work through the recommended exercises. You should supplement your learning with the resources in MyLab IT. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. You should plan your schedule according to the Course Schedule/Tentative Timeline section above.

Organization

Course materials (course outline, schedule information, assignments, etc.) and announcements will be published in myClass, MyLab IT, and NWP Webmail. Students are responsible for checking all three of these resources regularly: two to five times per week.

Email

Students may contact the instructor by NWP Webmail or by phone. Emails will be answered within three business days, no emails will be answered before/after business hours. Email correspondence to your instructor must be sent from your NWP student email 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> .

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>