

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – Winter 2026

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:	Andrew Grieve - Gehring	PHONE:	780-203-4567
OFFICE:	Remote	E-MAIL:	Agehring@nwpolytech.ca
OFFICE HOURS:	Please email to set up a Zoom meeting		

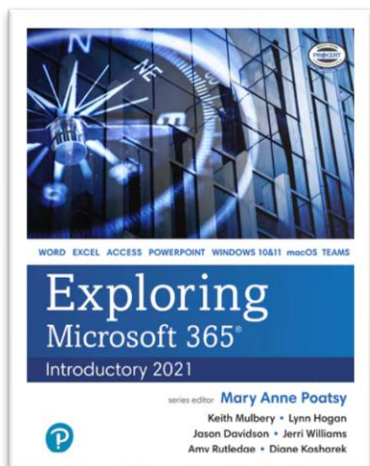
CALENDAR DESCRIPTION:

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 support coursework, as well as prepare students for the business environment.

PREREQUISITE(S)/COREQUISITE: n/a

REQUIRED TEXT/RESOURCE MATERIALS:

1. PRINT/E-TEXT



Poatsy, M., Mulbery, K., Hogan, L., Davidson, J., Williams, J., Rutledge, A., Kosharek, D. (2023). Microsoft Office 365 (2021 Edition ed.). Pearson.

The above text includes a 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 promptly pay for MyLab IT registration immediately after the publisher's trial period ends. Please register in MyLab IT using your name(s) that appear on the NWP roster.

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 at no cost to students.

3. OFFICE 365 (Free to NWP students)

Go to myNWP Self-Service. See My Profile and Account Information to obtain Software Access.

4. SOFTWARE & NETWORK REQUIREMENTS

The following software apps and internet capacity are required to participate in online course content outside of the NWP classroom: see NWP requirements at <https://www.nwpolytech.ca/doc.php?d=TECHREQ>

All BA1150 Evaluations must be completed using NWP IT resources, Office 365, & MyLab IT.

5. COURSE MANAGEMENT SYSTEM

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

6. PROCTORU

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

DELIVERY MODE(S): Asynchronous (online)

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

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 to store and manipulate large amounts of data.
- Utilize Power BI to create data visualizations from multiple data sources.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page [Transfer Alberta](#)

****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	Exercise(s)	5%
PowerPoint	Exercises (4% Total) & PowerPoint Module Exam (11%)	15%
Final Exam*	Cumulative – all chapters (120 minutes or 2 hours)	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%).* Students are strongly encouraged to complete all exercises and module exams. Students will receive a zero (0) for any missed exercises and module exams. There are no rewrites, deadline extensions, bonus exercises, assignments, or projects available to improve your grade. Students are expected to attend all lectures, arrive on time, and remain for the duration of the lecture and activities. During lectures, it is expected that students will work on the assigned BA1150 course content.

All BA1150 Evaluations must be completed using NWP IT resources, Office 365, and MyLab IT.

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 starting . . .	Lecture Activities and Required Readings
Week 1 - Jan 5	Course outline, technology check, and Introductions Word – Chapter 1
Week 2 - Jan 12	Word - Chapter 1/2
Week 3 - Jan 19	Word - Chapter 3/4
Week 4 - Jan 26	Word Module Exam Excel - Chapter 1
Week 5 - Feb 2	Excel - Chapter 1/2
Week 6 - Feb 9	Excel – Chapter 3
Week 7 - Feb 16	Excel - Chapter 4
Week 8 - Feb 23	Excel Module Exam
Week 9 - Mar 2	Access - Chapter 1
Week 10 - Mar 9	Access - Chapter 2&3
Week 11 - Mar 16	Winter Break
Week 12 - Mar 23	Access Module Exam & Power BI

Week starting . . .	Lecture Activities and Required Readings
Week 13 - Mar 30	PowerPoint - Chapters 1 & 2
Week 14 - Apr 6	PowerPoint - Chapters 3 & 4
Week - 15 Apr 13	PowerPoint Module Exam
Week Apr 16 - 26	Final Exam (Cumulative – all chapters) (120 minutes or 2 hours)

STUDENT RESPONSIBILITIES:

Northwestern Polytechnic (NWP) believes that all students have certain rights that protect and support them through their education. Additionally, students are expected to take responsibility for their conduct during their period of study at NWP, including abiding by the rules, policies, and regulations of the Polytechnic.

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 the **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 the instructor's consent will need to be deleted immediately.

Student email

Students may contact the instructor using their NWP student email. Email should be professionally formatted with correct spelling and grammar, and 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.

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: [Student Rights and Responsibility Policy](#)

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

[Policies Directory | Northwestern Polytechnic](#)

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>

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "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, subsection 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."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.