



DEPARTMENT Business & Office Administration  
COURSE OUTLINE – Spring 2025  
BA1150 (A4): 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:** Mandy Ingraham  
**OFFICE:** C416  
**OFFICE HOURS:** By appointment

**PHONE:** (780)539-2846  
**E-MAIL:** aingraham@nwpolytech.ca

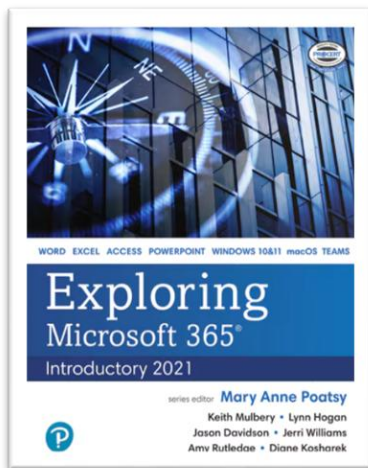
### CALENDAR DESCRIPTION:

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:** None

### 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 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 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

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/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>

**DELIVERY MODE(S):** On-campus (attend on-campus, in-person)

This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

#### 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.
- Utilize Power BI to create data visualizations from multiple data sources.

#### 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     | Exercise(s)                                                | 5%        |
| PowerPoint   | Exercises (4% Total) & PowerPoint Module Exam (11%)        | 15%       |
| Final Exam*  | Cumulative – All chapters/content (120 minutes or 2 hours) | 35%       |
| <b>Total</b> |                                                            | 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 and Lab Activities and Required Reading                          |
|---------------------|--------------------------------------------------------------------------|
| May 5               | Course outline, technology check, and registration<br>Word – Chapter 1/2 |
| May 12              | Word - Chapter 2/3                                                       |
| May 19              | Word - Chapter 4<br><b>Word Module Exam</b>                              |
| May 26              | Excel - Chapter 1                                                        |
| June 2              | Excel - Chapter 2                                                        |
| June 9              | Excel – Chapter 3                                                        |
| June 16             | Excel - Chapter 4                                                        |
| June 23             | <b>Excel Module Exam</b><br>Access - Chapter 1                           |
| July 1              | Canada Day & Spring Break – No Classes                                   |
| July 7              | Access - Chapter 2                                                       |
| July 14             | Access - Chapter 3<br><b>Access Module Exam</b>                          |
| July 21             | Power BI                                                                 |
| July 28             | PowerPoint, Chapter 1 & 2                                                |
| Aug 4               | PowerPoint, Chapter 3 & 4                                                |
| Aug 11              | <b>PowerPoint Module Exam</b>                                            |
| Aug 14-21           | <b>Final Exam</b> (Cumulative – all chapters) (120 minutes or 2 hours)   |

## STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of the Polytechnic. As students, rights apply to the Polytechnic in terms of what students are expected to know, expect, and receive in all aspects of their period of study at NWP. The standards of student responsibilities apply to all students in terms of what they are expected to take responsibility for and how to conduct themselves during their period of study at 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>

### Attendance

Students are expected to attend all lectures and labs, 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.nwpolytech.ca/programs/grading-systems.html>.

Attendance is taken in class. Tardiness will be treated as an absence. Students may review their attendance on myNWP. During lecture and lab time, it is expected that students will work on the BA1150 course material. Course materials (course outline, schedule information, etc.) and announcements will be published in myClass, MyITLab, and NWP Webmail. Students are responsible for checking all three of these resources regularly: two to five times per week.

### **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 **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 instructor consent will need to be deleted immediately.

### **Webmail**

Students may contact the instructor by NWP Webmail. Webmail will be answered within two business days outside of stated office hours. Webmail correspondence must be sent to your instructor from your NWP Webmail 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> .

### **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:**

#### **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>