CAPILANO UNIVERSITY

COURSE OUTLINE	
TERM: Fall 2022	**COURSE NO: BCPT 123**
INSTRUCTOR:	**COURSE TITLE: Business Computing Basics**
OFFICE: LOCAL: **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS: 3.0**
OFFICE HOURS:	
COURSE WEBSITE:	

Capilano University acknowledges with respect the Lilwat7úl (Lil'wat), xʷmə ɬθkʷəyəm (Musqueam), shíshálh (Sechelt), Sḵwx̱wú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. May be offered online or in mixed mode format.

COURSE PREREQUISITES/CO-REQUISITES

None

CALENDAR DESCRIPTION

This course is designed to enable students to develop practical skills with Microsoft Office products (Excel, Word and PowerPoint). It includes business-related projects to practice the skills. Students will use Excel to create best visualization summary for a dataset, Word to create a consistent professional document, and use PowerPoint to make an interactive presentation.

COURSE NOTE

Credit will only be granted for one of BCPT 122 or BCPT 123.
Students that have credit for BCPT 124 or BTEC 149, please contact the School of Business.
BCPT 123 is equivalent to REC 149 and TOUR 149. Duplicate credit will not be granted for this course and REC 149 or TOUR 149.

REQUIRED TEXTS AND/OR RESOURCES

Poatsy, M. A., Mulbery, K., Hogan, L., Davidson, J., Lau, L., Lawson, R., . . . Kosharek, D. (2019). *Exploring Microsoft Office 2019 Introductory* (1st ed.). Pearson. (or similar)

And/Or

Open Source Resources such as GCFGlobal, MS-Office 365 Training Center or similar.

The instructor may include additional supplemental resources to augment the textbook readings and projects.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Demonstrate an understanding of the fundamental concepts and technology skills required in the planning and development of business communications.

2. Analyze business problems by applying numerical spreadsheet techniques.

3. Apply communication solutions to written correspondence by using word processing techniques.

4. Apply visual presentation techniques to numerical data and written documentation by summarizing the information.

5. Apply problem-solving processes and evaluate project strategies in planning various communication techniques.

COURSE CONTENT

1. Apply efficiently the Excel spreadsheet structure such as cells, data, worksheets, and page layouts to better represent business-related problems. (1 week)

2. Apply calculation operators, cell references and simple formulas to complete business-related problems. (1 week)

3. Use logical and statistical functions on a dataset to make data-driven decisions. (1 week)

4. Use financial functions on a dataset to generate payment amounts and schedules. (1 week)

5. Create reports using pivot tables, charts, sparklines and conditional formatting. (1 week)

6. Demonstrate interactivity with data using the VLOOKUP function, filters, sorting and slices. (1 week)

7. Use Word to create a layout as well as save, share and structure a business document. (1 week)

8. Format multi-page documents applying styles, themes, paragraph spacing, indentation, headers, footers and mail merge. (1 week)

9. Insert tables, lists and graphic elements to make visually enhanced business documents. (1 week)

10. Format business reports and include citations, a table of contents, endnotes, footnotes and references in APA style. (1 week)

11. Use PowerPoint to create and share presentations, select and modify slides, apply themes, transitions, slide masters, print and present slide shows. (1 week)

12. Insert tables, pictures, shapes, WordArt, animate text to create interactive presentations. (1 week)

13. Experience in collaboration or productivity tools. (1 week)

   Final Exam Period: Weeks 14-15

EVALUATION PROFILE*

Assessment	Percentage of final grade
Excel: Quizzes, Assignments, and/or Projects	30%
Excel: Exam(s)	35%
Word: Quizzes, Assignments, and/or Projects	5%
Word: Exam	10%
PowerPoint: Quizzes, Assignments, and/or Projects	5%
PowerPoint: Exam	10%
Collaboration or Productivity Tools	5%
Total	100%

* At least 60% of the final grade must be based on invigilated exams and quizzes. The course must have an exam during the final exam period and it should be 20% - 35% of the course grade.

GRADING PROFILE

A+	=	90-100	B+	=	77-79	C+	=	67-69	D	=	50-59
A	=	85-89	B	=	73-76	C	=	63-66	F	=	0-49
A-	=	80-84	B-	=	70-72	C-	=	60-62			

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Are at the discretion of the instructor, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance

Students are expected to attend all classes and associated activities, as specified by the delivery format.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note-taking only as specified by the instructor.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-life/

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment
- Communicating work to another student during an examination
- Using unauthorized aids, notes, or electronic devices or means during an examination
- Unauthorized possession of an assessment or answer key
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers)
- Falsifying one's own and/or other students' attendance in a course
- Impersonating or allowing the impersonation of an individual
- Modifying a graded assessment then submitting it for re-grading
- Assisting or attempting to assist another person to commit any breach of academic integrity

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

SCHOOL OF BUSINESS POLICIES

To be added to the syllabus

COURSE LEVEL POLICIES

To be added to the syllabus