![Northwestern Polytechnic logo]

DEPARTMENT Business & Office Administration
COURSE OUTLINE – Spring 2024
BA1150 (EC): Computers in Business – 3 (5.5-0-0) UT 45 Hours for 8 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 via Zoom		

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 or E-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 print or e-text *must* include a Pearson MyLab IT access/activation code. This resource is used extensively for Assessments. Access/activation codes are required for students to access MyLab IT content for the duration of course. Students are required to register in MyLab IT in the first week of class for free (once only) and then immediately purchase after free period has expired.

   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. See myClass.

3. **OFFICE 365 (Free)**

   Go to myNWP Self-Service. See My Profile and Account Information to obtain free software access.

4. **SOFTWARE & NETWORK REQUIREMENTS**

   There are specific technology requirements for this course. Please ensure you are aware of these minimum requirements *before* proceeding in course. The following minimum requirements are required to participate: Student FAQ (pearson.com)

5. **COURSE MANAGEMENT SYSTEM**

    NWP uses myClass (D2L/Brightspace), an online course management system. See the BA1150 course home page 2 – 3 times per week 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 the final exam, students will need to download and install Zoom where video and audio are verified and recorded from the student's webcam and microphone. Students will also need a headset or speakers, a microphone, and a web camera to participate in the final exam via Zoom. To participate in Zoom exams/meetings, please click on the link provided in myClass (D2L) by your instructor.

7. **MYLAB IT LOCKDOWN BROWSER & MONITOR PROCTORING SOFTWARE**

    The major assessments for this course must be taken online with the use of MyLab IT LockDown Browser software (or Zoom Conferencing Software). The module and final exams for this course must be taken online with the use of MyLab IT LockDown Browser or Zoom Conference software where video and audio are verified and recorded from the student's webcam and microphone.

    Students are responsible for all fees associated with lockdown browser and proctoring services.

    Video and screen recording is not enabled for exercises. **Video and screen recordings are activated for module exams and the final examination**. **Students must download and utilize MyLab IT LockDown Browser and Zoom Conference Software for the duration of course.** The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

    It is important to note that the software recordings are automated systems and are designed to be less intrusive and less costly than in-person proctors. **The MyLab IT LockDown Browser or Zoom is used to verify and record video/screen activity only while you are signed in during your pre-announced and scheduled module exams and final examination.** The instructor and administrators only review the video and screen recordings after the assessments are submitted **and only if it was flagged due to suspicious activity**. Note all suspicious activity will be reviewed with the Department Chair.

    The collection and use of your personal information is in accordance with the **Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c)** which states that "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, S. 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."

DELIVERY MODE(S): Asynchronous (online)

This is a paced online self-study course. 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.

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 (Exercises) 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 (2-hour exam) (Prescheduled final examination on June 26 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%).__ Students are strongly encouraged to complete all exercises and module exams and the final examination. Students will receive a zero (0) for any missed exercises and module 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.

ASSIGNMENTS AND EXAM POLICIES

- Exercises must be submitted by the due date published. 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 and MS Office 365.
- Module exams will be written as scheduled. Scheduling will take place as the course progresses and students will be given advanced notice of module exam 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. The pre-scheduled examination time is on June 26 only. The final exam is 2-hours in duration. To take part in the final exam, students will need to download and install Zoom where video and audio are verified and recorded from the student's webcam and

microphone. Students will also need a headset or speakers, a microphone, and a web camera to participate in the final exam via Zoom. To participate in Zoom exams/meetings, please click on the link provided in myClass (D2L) by your instructor.

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.

Dates	Required Chapters	Required Readings, Activities, & Exercises	Module Exams
May 6 - 13	Course Outline Technology check Getting Started Word Chapter 1 & 2	Due May 13 @ 11:59 PM	
May 13 - 20	Word Chapter 3 & 4	Due May 20 @ 11:59 PM	Word Module Exam
May 20 - 27	Excel Chapter 1 & 2	Due May 27 @ 11:59 PM	
May 27 – June 3	Excel Chapter 3 & 4	Due June 3 @ 11:59 PM	Excel Module Exam
June 3 - 10	Access Chapter 1 & 2	Due June 10 @ 11:59 PM	
June 10 - 17	Access Chapter 3 PowerPoint Chapter 1	Due June 17 @ 11:59 PM	Access Module Exam
June 17 - 24	PowerPoint Chapter 2 & 3	Due June 22 @ 11:59 PM	
June 20 - 24	PowerPoint Chapter 4	Due June 24 @ 11:59 PM	PowerPoint Module Exam
June 22 - 25	Power BI	Due June 25 @ 11:59 PM	
June 26	Final Exam*	Final exam is comprehensive (120 minutes or 2-hours) (Prescheduled time on June 26 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%). Students are strongly encouraged to complete all exercises and module exams and the final examination. Students will receive a zero (0) for any missed exercises and module exams. There are no re-writes, deadline extensions, or bonus exercises, assignments, or projects

available to improve your grade. All evaluations must be taken with the use of Pearson MyLab IT and MS Office 365.

STUDENT RESPONSIBILITIES:
Registered students are expected to abide by the rules and regulations of NWP. 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. There are no exceptions to this policy. 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/
https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69

Participation
Complete the course content in the order presented. Complete all exercises before the published due date. Adhere to the tentative weekly schedule; see tentative timeline section above. Discussion posts in myClass (D2L) are used weekly to supplement practice and provide a forum for collaboration.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time; 5-10 hours per week. You should plan your schedule according to the Tentative Timeline schedule above. You may complete and submit exercises and module exams before the due dates but only within the allowed pre-announced time range.

Students may be refused permission to write the final examination on the advice of the instructor. This usually happens when there are more than four absences (2 weeks), or if significant assessments like assignments, exercises, quizzes, and module exams are *not completed* before the published deadlines; significant means 50% of all graded evaluations are *not completed* before the final exam. 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 and activities in MyLab IT. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time; 5-10 hours per week. Plan your schedule according to the 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 .

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