

Course Outline

Department:	School of Management		
Course Number:	BCAP 1200		
Course Title:	Business Computer Applications I	Credits:	3
Semester Year:	201630 (Winter)	Section:	xx
Days:	Tue and Thu	Hours:	xxx
Classroom:	L103	CRN:	xxx

Instructor Contact

Name:	xx	Phone:	xx
Office:	xx	Email:	xx
Office Hours:	xxx		

Course Description

This is a comprehensive course that provides hands-on computer experience and exposes the student to applications and software packages commonly used in business. A theory-based overview of hardware, software, and computer fundamentals is included.

Students will receive credit for only one of CPSC 1000 and BCAP 1200.

Learning Outcomes

Outcome	Measurement
Identify computer hardware components and explain their function	Assignment, quiz, midterm
Identify software categories and explain the purpose they serve in business and personal computer use	Assignment, quiz, midterm
Navigate and search the Internet and distinguish between browsers	Assignment, quiz, midterm
Execute end-user commands in the Windows operating system	Assignment, quiz, midterm
Create professional worksheets using Excel	Quiz, midterm, final
Create professional documents using Word	Quiz, midterm, final
Create professional documents using PowerPoint	Assignment, quiz, final
Create professional documents using Access	Quiz, midterm, final

University Transferability

Refer to www.bccat.bc.ca for transferability and whether credits are assigned or unassigned.

Course Outline

Classroom Conduct

My first name is NAILA -- like the River Nile in Egypt but with A at the end
My family name is NIZAR – like the knee on your leg with a ZAR at the end

You can call your instructor by any of the following:

Ma'am Naila Ms. Naila Ms. Nizar Teacher Teacher Naila

Lecture starts on time:

Arriving late is unprofessional, inappropriate, disrespectful and disruptive

Students arriving after lecture has started will be required to sign in

Four instances of lateness will be forgiven

From the fifth instance onwards, **a 1% penalty will apply each time**

Students arriving late must catch up missed material on their own

Instructor will not repeat missed lecture during office hours

Arriving late for class:

Students coming in late must not disturb students who arrived on time

The person sitting next to you arrived on time and is not obligated to assist those who are late

Talking and distracting the student sitting next to you is not respectful or professional

Missing class:

Students missing lecture must catch up missed material on their own

If the date and time of absence are known ahead of time, inform your instructor

Prior approval is needed to attend lecture with another class

Instructor will not repeat missed lecture during office hours

Stepping out of the room during lecture:

Permission is not needed to leave the room during lecture

If you need to use the washroom or make a phone call, leave the room and return when you are finished

Students missing lecture must catch up missed material on their own

Instructor will not repeat missed lecture during office hours

How to catch up missed lecture:

Get notes and photos from another student

Click LIST OF TOPICS on D2L and get a list of topics covered in lecture

Google or take a computer book from the library and look up topics you are not familiar with

Computer books are on the 3rd floor in the HF 5548 section of the Langara library

Check D2L NEWS for quiz, assignment or midterm -- Check D2L CONTENTS for homework exercises

Speak to instructor about making up lecture with another class (must have approval to do this)

Food in the classroom:

Eating while seated at the computer is not permitted

When food and crumbs spill, it damages the keyboard and mouse

Chewing noise, paper bag noise and food smells are distracting to others in the room

A table is set up near the door – eat at this table and return to your seat when finished

A 10 minute break is given when food can be eaten outside the classroom

Garbage and recycling bins are at the library entrance

Students falling behind in class because they are eating must catch up missed material on their own

Instructor will not repeat missed lecture during office hours

Classroom Conduct

Mobile device and cell phone:

Phones must be silenced while class is in session

If you need to answer a call, leave the room before you start talking

Students talking on the phone while class is in session will be removed from the class

Be respectful and professional – the way you behave at a job interview

Students interacting with devices must catch up missed material on their own

Instructor will not repeat missed lecture during office hours

Taking photos during lecture:

Yes, it is acceptable to photograph notes on the board during lecture

Mobile devices are not allowed during tests

Photos must be downloaded to the college computer (H: drive) prior to the test

Instructions on how to do this will be posted on D2L NEWS

Required materials:

Pen/pencil, eraser, writing paper (notebook or paper inside a 3-ring binder)

Bringing only your cell phone is not enough to succeed in this course

In order to do well in BCAP 1200, you must do the following:

Attend each class and arrive on time

Listen to what the instructor is saying and follow on your computer

If you have a mobile device, take photos of signs placed on the board

Write down notes during lecture (everything is not put on the board)

If you need help learning how to take notes, go to Counselling Office or Library Learning Commons

Counselling Office offers free short courses – Library Learning Commons can help one-to-one

If you are not able to write notes and keep up on the computer, consider getting a text book

Computer book can be purchased or taken out from the library (3rd floor HF 5548 section)

Homework – read over your notes after each class

Homework – spend at least 30 minutes doing practice exercises after each class

Homework – doing a little homework after each class is more effective than waiting until the weekend

Do not surf the internet, watch You Tube videos, play games, text, play with your phone

Be respectful and professional– the way you behave at a job interview

Students who misbehave, make noise, talk too much with friends will be removed from the class

Email:

Students have two separate email inboxes – myLangara email and D2L email

In BCAP 1200, your instructor will use myLangara email -- It is found on the myLangara website

Each student must check myLangara email regularly

Due dates that are missed because the student did not check email will not be rescheduled

Sending email:

When emailing your instructor, be professional and business-like

Starting the email with “Hey” is not appropriate – this is used with friends, not instructors

Leaving the subject line blank is not appropriate – put a title indicating what your email is about

Typing in UPPERCASE is not appropriate – this is like shouting

The words “wanna” and “gonna” are not professional – proper English is “want to” and “going to”

The word “shit” is not professional – it means “poo”, do not use this word when speaking or emailing

Course Outline

Textbooks

If you are not able to take notes during lecture and keep up on the computer, consider getting a book
Books can be purchased or taken out from the library

Text books at the Langara Bookstore:

Buying a textbook is optional, up to you, your choice, not mandatory

Langara Bookstore has a bundle of 5 individual textbooks (New Perspectives by Nelson Publishing)

Paper Books ISBN 978-1-3054-1339-9 \$179.00

E-Books ISBN 978-0-17-669783-9 \$99.00

Computer Concepts 2015 Introductory

Access 2014..... Introductory

Excel 2014 Comprehensive

PowerPoint 2014..... Comprehensive

Word 2014 Comprehensive

There is no need to buy SAM (Skills Assessment Manager) -- SAM is a software that comes with the book
Some BCAP instructors use SAM for quizzes and assignments -- Naila Nizar's classes do not need SAM

Text books at the Langara Library:

Langara library has computer books you can take out on a short term loan

Computer books are on the 3rd floor in the HF 5548 section

If you need help using the library, speak to a librarian

Final Exam

Final exam period is from Mon Dec 5 to Fri Dec 16 (inclusive)

BCAP exam can be scheduled on any date during the exam period

Students must be available for the entire exam period

Final must be written in order to pass the course

If final is not written, the student gets N (incomplete) -- this **will** affect and lower the GPA

If the student is not available for the exam period, it is better to withdraw from BCAP 1200

Last day to withdraw from courses is Sat Dec 3 before 9pm (2100h)

Withdrawal results in a W notation on the transcript – this **will not** affect GPA

Final exam is not rescheduled under any circumstance:

- BIRTHDAY – it's my birthday and I want to relax and have fun
- CHEAPER TICKET – Plane ticket home is less expensive if I travel in the first week of December
- DON'T WANT TO WAIT – My other exams are scheduled early and I don't want to wait
- VACATION – I bought travel tickets before registering for courses at Langara College
- WEDDING – family and friends will be upset if I do not go
- WORK – I am scheduled to work on that day

Final exam is worth 20% of the overall course grade

Final exam is open-book, multiple choice, 100 questions, 60 minutes

Questions are based on Excel, Word, PowerPoint, and Access

For more details, refer to NEWS post on D2L

Course Outline

Grade Allocation

ASSIGNMENT..... xx% in total

- Windows xx%
- Concepts xx%
- PowerPoint xx%

QUIZ xx% in total

- Online Learning xx%
- Course Outline xx%
- Windows xx%
- Excel xx%
- Word xx%
- PowerPoint xx%
- Access..... xx%

MIDTERM xx% in total

- Concepts xx%
- Excel xx%
- Word xx%
- Access..... xx%

FINAL EXAM xx%

Grading Legend

A+	95 – 100%	B+	80 – 84%	C+	65 – 69%	D	50 – 54%
A	90 – 94%	B	75 – 79%	C	60 – 64%	F	< 50%
A-	85 – 89%	B-	70 – 74%	C-	55 – 59%		

To pass the course (clear the course, get credit for the course), overall score must be 50% or better.

Desire To Learn (D2L)

D2L stands for “Desire to Learn”

When a student registers for a course, that course comes with a D2L link

Instead of giving paper handouts, the instructor puts all course material on D2L

Students must be able to locate the following five areas on D2L:

1. Due dates and messages from the instructor NEWS
2. Homework exercises and instructions CONTENT BROWSER
3. Test scores MYTOOLS / Grades
4. Assignments and midterms ASSESSMENT / Dropbox
5. Quizzes and final exam ASSESSMENT / Quiz

Assignments and Quizzes

Assignment:

Each assignment is worth 1% of the overall course grade
Assignments are done with the instructor during class time
In the event of absence, assignments can be done for homework
In the event of absence, check D2L dropbox for instruction sheet
Due dates are posted on D2L and are printed on the last page of this outline
Late assignment submission is not accepted and receives a score of zero
There are no makeup assignments

Quiz:

Each quiz is worth 1% of the overall course grade
Quizzes are done for homework
Quizzes are open-book, multiple-choice, 10-30 minutes
Due dates are posted on D2L and are printed on the last page of this outline
Late quiz submission is not accepted and receives a score of zero
There are not makeup quizzes

Concepts Midterm:

Worth 10% of the overall course grade
Concepts test is done during class time
Concepts test is open-book, multiple-choice, 65 questions, 60 minutes
The student is responsible for saving each answer
If the computer freezes and answers are lost, extra time is not given
Test must be completed and submitted during the test time period
Late submission receives a 25% deduction
There are not makeup midterms

Excel Midterm / Word Midterm / Access Midterm:

Each test is worth 20% of the overall course grade
Each test is done during class time
Each test is open-book, project-based, 90 minutes
“Project-based” means not multiple-choice but done in Excel, Word, or Access
The student is responsible for saving regularly
The student is responsible for knowing where the test is saved
Test must be uploaded and submitted during the test time period
Late test submission receives a 25% deduction
Submitting an incorrect document receives a zero
Submitting a blank document receives a zero
There are not makeup midterms

Course Outline

Midterm rewrite or midterm resubmission:

If the student fails or does not score well, there is no makeup option

There are no makeup assignments, no makeup quizzes, no makeup midterms

All students are treated equally -- International students are not given special accommodations

Re-write, re-submission, or extra time is not given when:

- the student uses a COMPUTER SCIENCE login instead of a STUDENT login
- the student saves on the desktop instead of on the H: drive
- the student does not know how to save on the H: drive
- the student does not know how to upload in the D2L dropbox
- the student is not comfortable or fluent in reading in the English language
- the student is unable to read and follow instructions on the test paper
- the student did not upload photos onto the H: drive
- the student forgot to bring notes to class
- the student forgot that a midterm was taking place that day
- the student cannot locate the midterm
- an incorrect, incomplete or blank document is submitted
- a PDF or ZIP is submitted
- a DOC is submitted instead of a DOCX (Word Midterm)
- an XLS is submitted instead of an XLSX (Excel Midterm)
- an LACCDB is submitted instead of an ACCDB (Access Midterm)

Absence on the day of a midterm:

If you know about your absence ahead of time, inform your instructor

If you wake up on the day of a midterm and are not feeling well, inform your instructor the same day

Email (nnizar@langara.ca) or leave a voice message (604.323.5944) or send a message with a friend

If notice is given after midterm day, a deduction of 25% per day will apply (including Sat and Sun)

Arriving late on the day of a midterm or final exam:

Rewrite, resubmission or extra time is not given

The student is permitted to write the midterm or final exam in the time remaining

Missing the final exam:

Final exam must be written on the scheduled date and time

If final exam is not written, the student gets N (incomplete) on the transcript

In the event of absence, final exam is not rescheduled

Refer to page 4 for more details

Cheating Policy

Talking while a midterm is in progress:

Talking while a midterm is in progress is a violation of the Langara Academic Code of Conduct

Talking during a midterm is considered cheating

Finishing early does not mean that the midterm session is over

Even if one student is finished, others might still be working

Students are not to interact with each other while the midterm is in progress

If a student finishes early, they must exit the room without talking to friends

Talking is not permitted when:

- the student enters the classroom on midterm day
- midterm time has begun
- password is written on the board
- students are in possession of the question paper
- students are still working on the test

Violations result in a 25% deduction or a zero on that midterm or exam

The Dean of Student Conduct and Judicial Affairs is informed

A notation is made on the student's academic record

If there is a second violation, the Dean will determine the penalty

Cheating while a midterm is in progress:

Cheating is a violation of the Langara Academic Code of Conduct

The following are examples of cheating during a midterm:

- Asking the instructor to provide the answer
- Continuing to work when midterm time is finished
- Refusing to leave the room when midterm time is finished
- Looking at the screen of another student
- Copying another student's work
- Angling the screen to enable another student to see your work
- Allowing another student to copy your work
- Interacting with other students
- Collaborating with other students without the instructor's consent
- Interacting with mobile devices
- Engaging in any form of social media communication
- Communicating with anyone other than the instructor
- Having another person take an exam in your place
- Submitting an exam that was completed ahead of time, outside the midterm time period

Violations result in a 25% deduction or a zero on that midterm or exam

The Dean of Student Conduct and Judicial Affairs is informed

A notation is made on the student's academic record

If there is a second violation, the Dean will determine the penalty

Cheating is a serious educational offence, which may result in failure of an assignment, failure of a course, and possible suspension from Langara. For more details, refer to Langara's Code of Conduct at: <http://langara.ca/registration-and-records/pdf/F1004.pdf>

Final Exam Procedures

This course requires a final examination. All students are expected to review and understand the Final Examination Policy which can be found at www.langara.bc.ca/registration-and-records/policies-and-procedures/final-exam-policy.html

- Students are not allowed to store bags/packs within reach of their seats while writing exams
- Instructor or College cannot take responsibility for the safety of these bags
- Students are advised to:
 - ensure bags/packs do not contain anything of value
 - arrange for a friend to look after their belongings while exam is in session

School of Management

It is the aim of the School Management at Langara College to promote the mastery of core skills such as reading, reading comprehension, writing fluency, verbal articulation, and analytical development. These core skills will be practiced by means of presentations and class participation, and will be evaluated on submitted work. Critical thinking and problem-solving exercises are encouraged at every opportunity. For more information about the School of Management, please contact business@langara.bc.ca.

College Policies

Each student is responsible for familiarizing and complying with the following policies:

- SE1003 Student Code of Conduct
- E2006 Appeal of Final Grade
- E2008 Academic Standing - Academic Probation and Academic Suspension
- E2011 Withdrawal from Courses
- F1002 Concerns about Instruction
- F1004 Academic Code of Conduct
- Or go to www.langara.bc.ca/about-langara/policies

BCAP 1200 SECTION 1
MON + WED 830am

DATE		IN-CLASS	HOMEWORK
WEEK 1	Wed Sep 7		
WEEK 2	Mon Sep 12		
	Wed Sep 14		
WEEK 3	Mon Sep 19		
	Wed Sep 21		
WEEK 4	Mon Sep 26		
WEEK 4	Wed Sep 28		
WEEK 5	Mon Oct 3		
	Wed Oct 5		
WEEK 6	Mon Oct 10	Thanksgiving Day Holiday – no class on this day	
	Wed Oct 12		
WEEK 7	Mon Oct 17		
	Wed Oct 19		
WEEK 8	Mon Oct 24		
	Wed Oct 26		
WEEK 9	Mon Oct 31		
	Wed Nov 2		
WEEK 10	Mon Nov 7		
	Wed Nov 9		
WEEK 11	Mon Nov 14		
	Wed Nov 16		
WEEK 12	Mon Nov 21		
	Wed Nov 23		
WEEK 13	Mon Nov 28		
	Wed Nov 30		
WEEK 14 WEEK 15	Mon Dec 5 to Fri Dec 16	Final Exam	All students must write the final exam on the scheduled date and time

Due Dates for BCAP 1200

Write down the quiz and midterm due dates on this paper.
Use the calendar or day timer app on your mobile (or get a paper day timer).
Enter these dates into your calendar or day timer so you do not forget.

Online Learning Quiz (MC) _____ (write the due date)

Course Outline Quiz (MC) _____ (write the due date)

Windows Quiz (MC) _____ (write the due date)

Windows Assignment _____ (write the due date)

Concepts Assignment _____ (write the due date)

Concepts Midterm (MC) _____ (write the due date)

Excel Quiz (MC) _____ (write the due date)

Excel Midterm _____ (write the due date)

Word Quiz (MC) _____ (write the due date)

Word Midterm _____ (write the due date)

PowerPoint Assignment _____ (write the due date)

PowerPoint Quiz (MC) _____ (write the due date)

Access Quiz (MC) _____ (write the due date)

Access Midterm _____ (write the due date)

Final Exam (MC) _____ (write the exam time period)