BSYS 2051 Orientation Module

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| Version:  Bonnie Johnston 02/26/2009  Doug Hilton 11/03/2009 |

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| For DLS:  Module title in red  **(h1)Topic title in pink**  Page content in black  H1 for heading 1, H2 for heading 2, etc. |

**Course Orientation Module**

**(h1)Welcome to Business Information Systems 2 - Spreadsheets**

Explore MS Office Excel 2007 concepts covered in introductory computer application courses as well as more advanced Excel commands commonly used in business applications and for problem solving. Topics include: what-if modeling, built-in functions, charting and transferring data to and across applications.

(h2)Learning Outcomes

Upon successful completion of the course, you will be able to:

* create and maintain Excel workbooks and worksheets
* format Excel worksheets to maximize accuracy, usability and impact
* use Excel functions and formulas to a variety of business problems
* link Excel worksheets and integrate Excel with other Windows programs
* create charts, pivot tables and trendlines to analyze Excel data

(h2)Module Preparation

Module 9: Working with Financial Functions, assumes that students have a basic understanding of financial functions. If you have completed OPMT 1110 you will be adequately prepared.

**(h1)How this course works**

This course is divided into ten modules which you will complete over a twelve week period. There are also weeks set aside for a Mid Term and a Final exam. An online tutorial is scheduled prior to each exam as a review. Use the schedule to manage your time to ensure that you stay on track.

Each module tells you what to read in your textbook, which activities to do, which assignments to hand in that week. Each module requires the completion of one or more assignments.

Submit assignments to your instructor no later than 8:00 PM on the Wednesday following the week in which the module occurs. Assignment solutions will be made available the day after they are due to be handed in. Use the Drop-box to submit your assignments.

Use the forums to post questions you might have about course content or materials and check the forums regularly for questions that other students might have that you can answer. The instructor will check the forums every Monday, Wednesday and Friday and respond to any questions that students are not able to answer among themselves.

Your instructor is also available by email to answer questions regarding personal issues.

**(h2)Course Schedule**

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| Week | Content |
| 1 | Module 1: Getting Started with Microsoft Office 2007 and Excel 2007 |
| 2 | Module 2: Formatting a Workbook |
| 3 | Module 3: Working with Functions and Formulas |
| 4 | Module 4: Managing Multiple Worksheets and Workbooks; Integrating Excel with Other Windows Programs |
| 5 | Module 5: Working with Charts and Graphs |
| 6 | Mid Term Exam |
| 7 | Module 6: Working with Excel Tables, PivotTables and Pivot Charts |
| 8 | Module 7: Using Advanced Functions |
| 9 | Module 8: Working with Date and Time |
| 10 | Module 9: Working with Financial Functions |
| 11 | Module 10: Forecasting and What-if Analysis |
| 12 | Final Exam |

**(h1)Your Instructor**

Your instructor for the course is Doug Hilton who has been teaching Business Information Systems 2 - Spreadsheets at BCIT since 2007 and who brings over 25 years of business computing experience into the classroom.

Doug will check for email daily during regular business hours (8:00am to 4:30pm, Monday through Friday) and will endeavour to respond within 24 hours. Contact Doug using his BCIT email address: dhilton5@my.bcit.ca

Only email the instructor directly concerning personal issues. If you have a question about the course content or materials, post your questions in the discussion forums in the appropriate place. Other students might also be able to help you.

Do not contact your instructor regarding technical issues you might be having with the online portion of the course. Contact [**BCIT's online support**](mailto:techhelp@bcit.ca). They are available during the hours 8:00am to 4:30pm, Monday through Friday (Hours extended until 7:30pm during term start).

Email: [**techhelp@bcit.ca**](mailto:techhelp@bcit.ca)  
Tel: **604-412-7444** (Option 1)  
Toll-free: **1-800-351-5533** (Option 1)  
Fax: **604-434-7198**

**(h1)Course Materials**

(h1)Text Book

The textbook you will use in this course is:

***New Perspectives Microsoft Office Excel 2007, Introductory*** by Parsons, Oja, Ageloff, Carey

ISBN-13: 978-1-4239-0584-4, ISBN-10: 1-4239-0584-9

Assigned textbook readings and exercises are two of the primary sources of material covered in each module. Each section of the textbook uses a number of data files that can be downloaded from the publisher’s website: <http://oc.course.com/np/Office2007/Excel.cfm>

(h1)Pre-Recorded Video Clips

A number of essential course topics are not dealt with in the textbook. These are covered by pre-recorded video clips which are also a primary source of material for modules.

**(h1)Assignments & Exams**

(h2) Evaluation

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| Assignments | 10 | % | Comments:   * If your weighted average exam mark is below 50%, you will have failed this course – in this event, your assignments mark will not be considered as a part of your final mark. |
| Mid Term Exam | 40 | % |
| Final Exam | 50 | % |
| TOTAL | 100 | % |

(h2)Assignments

Each module requires the completion of one or more assignments. Submit assignments to your instructor no later than 8:00 PM on the Wednesday following the week in which the module occurs. Assignments submitted after the due day and time will receive a mark of 0. Assignment solutions will be made available the day after they are due to be handed in. Use the Drop-box to submit your assignments.

(h2)Exams

There will be 1 Mid Term exam and 1 Final exam for this course. Mid Term and Final exam questions will be based on course material from the following sources: assigned textbook readings and exercises, pre-recorded video clips, assignments. An online tutorial is scheduled prior to each exam as a review.

The exams are completed online and require a proctor. Instructions for designating a proctor can be found at the BCIT Distance and Online Learning website: <http://www.bcit.ca/distance/howitworks/assignments.shtml>

Ensure that you follow the online exam instructions and that you try the test exam at least a week before you take the Mid Term. If you encounter any technical issues with the test exam, contact BCIT Online Support at

Email: [**techhelp@bcit.ca**](mailto:techhelp@bcit.ca)  
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Toll-free: **1-800-351-5533** (Option 1)  
Fax: **604-434-7198**

**(h1)Tech Tips**

*Please make link to http://www.bcit.ca/distance/currentstudents/online/contact/*

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