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| http://www.saskpolytech.ca/_resources/sp/img/logo.jpg | |
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| **Program:** | **Business Information Systems Program** |
| **Course:** | **Introduction to Business Computing (COMP 123)** |
| **Course Description:** | You will learn how to use computers to analyze business data and collaborate on documents and projects. You will gain hands on experience with advanced features of the Windows Operating System and the Microsoft Office suite of tools including file systems and directories, spreadsheets, databases, and SharePoint site management. You will also study best practices for collaborative document production, document management, and source control using Git and GitHub. |
| **Pre and Co Requisites:** |  |
| **Course Hours:**  **Credit Units:** | * 64 * 4 |
| **Student Assessment:**  **Grade/Passing Grade:**  **PLAR Method:** | * Assignments (35%); Midterm Examination (35%); DB Design Project (30%); * 60% (must pass either midterm or final project) * PLAR development required |
| **Learning Resources:** | Electronic resources and handouts as assigned |
| **Learning Outcomes:** | 1. Use the command prompt to perform basic OS commands 2. Use MS Excel to create a spreadsheet to answer business questions. 3. Normalize a data model. 4. Use MS Access to create a database represented by a data model. 5. Use a command line interface to manage files and compare file versions. 6. Use GIT to manage file versions. 7. Use GitHub to collaborate on a software project. 8. Use SharePoint lists and libraries to centralize and regulate access to information. 9. Integrate SharePoint with Microsoft Office. 10. Customize SharePoint webpages. 11. Build custom workflows in SharePoint designer. 12. Access external data with SharePoint |
| **Prepared By: G. Osborne**  **Date: January, 2017** | |

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| **Program / Semester** | **BIS / Semester 1**  **Updated: 8/30/2017** | | |
| **Course:** | **COMP 123 – Introduction to Business Computing** | | |
| **Contact Information** | Instructor | Program Head | Associate Dean |
| * Michael Barclay * 4.203.03   Moose Jaw   * 306-691-8250 * [michael.barclay@saskpolytech.ca](mailto:michael.barclay@saskpolytech.ca)     Office Hours: *Tues/Thurs 1:30-2:30 Friday (4.240) 11:30-1:30* | * Craig Neilson * 4.203.05   Moose Jaw   * 306-691-8245 * [Craig.neilson@saskpolytech.ca](mailto:Craig.neilson@saskpolytech.ca) | Doug Rempel  * 3.307   Moose Jaw   * 306-691-8396 * [Doug.rempel@saskpolytech.ca](mailto:Doug.rempel@saskpolytech.ca) |
| **Important Dates** | Course dates: Tues (2:30-4:20), Thurs (8:30-10:30)Last day of course: Dec. 14/2016  * Midterm exam: Oct. 25/2016 * Normalization project: Nov 8/2016 * Sharepoint project: Nov 29/2016 * Github project: Dec. 20/2016 | | |
| **Special Course Requirements** | NAYes, as per Saskpolytech supplemental exam policy | | |
| **Additional Information** | [Academic Regulations](http://saskpolytech.ca/admissions/resources/academic-regulations.aspx) | | |

***Note:*** *This document is intended to be a guide for students to balance their workload across multiple courses. Dates and times may be subject to change.*

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| **Course Schedule:** | Week 1 | Intro to the Saskpolytech network |
| Week 2 | Command line interfaces and batch files |
| Week 3 | Single worksheet spreadsheets |
| Week 4 | Multiple worksheet spreadsheets |
| Week 5 | Access tables and forms |
| Week 6: | Access queries and reports |
| Week 7: | Midterm |
| Week 8: | Database normalization |
| Week 9: | Database design |
| Week 10 | Data modelling project |
| Week 11 | Introduction to SharePoint navigation and site creation |
| Week 12 | Managing SharePoint lists |
|  | Week 13 | Managing SharePoint libraries |
|  | Week 14 | Managing a Git hub project |
|  | Week 15 | Git hub collaboration |
|  | Week 16 | Collaboration tools project |

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