



## **Business Computer Applications 11**

### **Course Outline**

#### **Course Objectives**

At the completion of this course, the student will be able to:

- Communicate by email (\*my email address chiebert@sd91.bc.ca)
- Compose text documents
- Compose and use spreadsheet documents
- Enter database information
- Create presentations
- Use the Internet
- Understand basics of computer security
- Preserve important data

Link to:

[BC Performance Standards](#)

Required resources:

BCA 11 is based on Microsoft Office Word and Excel. It does not matter which version you have, as their conventions are similar. I can help you interpolate between versions if necessary. My email is above (communicate) or phone 1-888- 504-7031

#### **Course Outline/Learning Outcomes**

**Lesson 1:** You will learn the basics of a windows environment. The Project 1 assignment is your Startup Assignment.

**Lesson 2:** You will learn about how to insert graphics and insert text with a focus on hanging and blocked indents.

**Lesson 3:** You will learn about creating form documents using Task Wizard with a focus on automatic footnotes.

**Lesson 4:** At this stage, you will write and edit a research report with tables.

**Lesson 5:** The emphasis in this lesson is in building a spreadsheet and charting data using Microsoft Excel.

**Lesson 6:** Continuing from lesson 5, you will create formulas, sort information and chart data using Excel.

**Lesson 7:** What-if analysis functions and absolute cell references using Excel will be explored.

**Final Project:** This is the incorporation of all the skills used in the lessons to create a final project.

Click here to see the BCA 11 IRPs:  
[Course Evaluation](#)

For Business Computer Applications 11, your grade will be based on the assignments and projects in each Lesson. The Lesson weighting is demonstrated in the following table:

Assignment in:	% of grade
Lesson 1	12
Lesson 2	12
Lesson 3	12
Lesson 4	12
Lesson 5	12
Lesson 6	12
Lesson 7	12
Final Project	16

For each assignment, you are able to edit and resubmit it once to improve your mark.

Threshold – means – once the first assignment is handed in, you have met the threshold. It tells me that you have the basic skills necessary to engage this course successfully. It also triggers a lot of record-keeping which helps us track your successful progress.

Please read through the Student Integrity Policy which discusses our test taking policy and plagiarism: [EBUS Student Integrity Policy](#)

### **Supervised and Invigilated Exams:**

- Explain the conditions for supervised exams (for example: *Supervised exams are exams that can be taken at home with parent or other adult supervision. All unit tests are to be supervised by an adult*).
- Clearly state the number of invigilated tests or exams in the course.

Invigilated exams need to be invigilated by an EBUS approved invigilators. Please contact your course teacher if you have questions or concerns about invigilated exams.

### **When students are not meeting the learning outcomes/ falling behind**

When students fall behind the expected pace or plan, they will be contacted via email or phone and if there is no improvement or response, parents will also be contacted. If deemed necessary, contact with the student's home school may also occur to help determine a solution.

Students are expected to let the course teacher know when they are struggling with course content. In response, the course teacher will provide appropriate help or strategies to support learning. The course teacher will also provide feedback on course work to support learning and help students improve. Parents will be made aware if their child is actively working but struggling to meet the learning outcomes of the course.

Students falling behind in a manner where it does not appear that they will complete the course within a year will be sent reminder emails. Without a response or renewed efforts in the course, the student may be assigned an F or withdrawn. Should they begin actively working in the course, the student may be given an alternate completion date.

### **Expectations**

- Adhere to the EBUS Academic Integrity Policy
- Contact your teacher when help is needed
- Review feedback from assignments and tests, where applicable
- Work to complete the course in a timely manner
- Communicate respectfully
- Review weekly progress reports

### **Reporting to Parents:**

There are 4 term report cards that can be downloaded from the student dashboard. A notice will go out when these report cards are available.

Every week that EBUS is in Session the teacher will send out a progress report showing the student's progress.

### **Contacting Your Teacher:**

Your teacher will be available [Monday to Friday] during regular school hours. If you are having trouble with any concepts, please contact your teacher right away!



**W. Chester Hiebert Local phone 250-996-8726**

**Toll free 1-888-504-7031 Email**

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