COURSE OUTLINE: BCO118 - COMP APPS FOR BUS I

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	BCO118: COMPUTER APPLICATIONS FOR BUSINESS I
Program Number: Name	2035: BUSINESS 2037: BUSINESS FUNDAMENTAL 2041: BUSINESS - H.R. 2050: BUSINESS -ACCOUNTING 2057: BUSINESS - MARKETING 2073: SPORTS ADMIN.
Department:	BUSINESS/ACCOUNTING PROGRAMS
Academic Year:	2023-2024
Course Description:	In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	BCO107, OEL1172
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2035 - BUSINESS** VLO 3 Use current concepts/systems and technologies to support an organization`s business initiatives. VLO 4 Apply basic research skills to support business decision making. VLO 8 Use accounting and financial principles to support the operations of an organization. VLO 12 Develop strategies for ongoing personal and professional development to enhance work performance in the business field. **2037 - BUSINESS FUNDAMENTAL** VLO 3 Use current technologies to support an organization`s business initiatives. VLO 4 Apply basic research skills to support business decision making. VLO 7 Develop strategies for ongoing personal and professional development to enhance work performance.

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2041 - BUSINESS - H.R.

VLO 3   participate in the planning, delivery, and evaluation of employee orientation, training, and development programs

VLO 5   assist with the administration and communication of the organization's total compensation plan

2050 - BUSINESS -ACCOUNTING

VLO 8   Contribute to recurring decision-making by applying fundamental financial management concepts.

2057 - BUSINESS - MARKETING

VLO 1   contribute to the development of a marketing* plan that will meet the needs or goals of a business or organization

VLO 8   communicate marketing information persuasively and accurately, in oral, written, graphic and interactive media formats

VLO 9   plan, prepare and deliver a sales presentation or pitch to address the needs of the client

2073 - SPORTS ADMIN.

VLO 10   Develop strategies for ongoing personal and professional development as a sport and recreation professional to contribute to a positive work environment.

Essential Employability Skills (EES) addressed in this course:	EES 3 Execute mathematical operations accurately.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	A+ = 90-100% A = 80-89% B = 70-79% C = 60-69% D = 50-59% F < 50%
Books and Required	Bundle: New Perspectives Microsoft Office 365 and Excel 2019: Comprehensive + MindTap

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Resources:	Computing by Patrick Carey. Publisher: Course Technology ISBN: 978035726098	

Course Outcomes and Learning Objectives:	**Course Outcome 1**	**Learning Objectives for Course Outcome 1**
	Perform fundamental tasks involving the operation of a spreadsheet package, recognizing that many of the same functions are found as in other spreadsheet productions.	1.1 Understand the use of spreadsheets and Excel. 1.2 Learn the parts of the Excel window. 1.3 Navigate through a workbook and worksheet. 1.4 Create and save a workbook file. 1.5 Enter text, numbers, and dates into a worksheet. 1.6 Resize, insert, and remove columns and rows. 1.7 Select and move cell ranges. 1.8 Insert formulas and functions. 1.9 Insert, delete, move, and rename worksheets. 1.10 Use various editing tools. 1.11 Preview and print a workbook.
	Course Outcome 2	**Learning Objectives for Course Outcome 2**
	Format workbook text and data.	2.1 Change font style, and colour. 2.2 Add fill colours and background images. 2.3 Create formulas to add, subtract, and divide values. 2.4 Format numbers (i.e. currency, percentages, dates, times). 2.5 Align, indent, and rotate cell contents. 2.6 Merge a range into a single cell. 2.7 Copy and paste functions. 2.8 Apply cell styles. 2.9 Change workbook themes. 2.10 Find and replace text and formatting. 2.11 Highlight cells with conditional formats. 2.12 Format a worksheet for printing.
	Course Outcome 3	**Learning Objectives for Course Outcome 3**
	Performing Calculations with formulas and functions.	3.1 Translate an equation into a function. 3.2 Complete calculations with dates and times. 3.3 Extend data and formulas with AutoFill. 3.4 Use the functions library. 3.5 Calculate statistics. 3.6 Utilize the Quick Analysis toolbar. 3.7 Use absolute and relative cell references. 3.8 Use a logical function. 3.9 Retrieve data with lookup tables. 3.10 Perform what-if analysis using Goal Seek.
	Course Outcome 4	**Learning Objectives for Course Outcome 4**
	Create and enhance the representation of financial information with an Excel chart.	4.1 Create a pie chart. 4.2 Format chart elements. 4.3 Create a line chart. 4.4 Work with chart legends. 4.5 Create a combination chart. 4.6 Create a scatter chart. 4.7 Edit a chart data source.

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	4.8 Create a data callout. 4.9 Insert shapes and icons into a worksheet. 4.10 Create and edit a data bar. 4.11 Create and edit a group of sparklines.
Course Outcome 5	**Learning Objectives for Course Outcome 5**
Generate Reports from multiple worksheets and workbooks.	5.1 Copy worksheets between workbooks. 5.2 View a workbook in multiple windows. 5.3 Organize worksheets in a worksheet group. 5.4 Write a 3-D reference. 5.5 Write an external reference. 5.6 Manage the security features of linked documents. 5.7 Create a hyperlink to a document source. 5.8 Link to an email address. 5.9 Create and apply a named range. 5.10 Work with Name Scope. 5.11 Create a workbook template.
Course Outcome 6	**Learning Objectives for Course Outcome 6**
Manage large data sets with data tools in Excel.	6.1 Split a workbook window into panes. 6.2 Highlight and remove duplicate values in a data range. 6.3 Sort a data range by one or more fields. 6.4 Add subtotals to a data range. 6.5 Find and select workbook cells. 6.6 Filter data based on one or more fields. 6.7 Create an advanced filter. 6.8 Convert a data range to an Excel table. 6.9 Work with table styles and table elements. 6.10 Create and apply a slicer. 6.11 Calculate summary statistics with the SUBTOTAL function. 6.12 Design and create an interactive dashboard.
Course Outcome 7	**Learning Objectives for Course Outcome 7**
Summarize data with PivotTables.	7.1 Do approximate match lookups. 7.2 Work with logical functions. 7.3 Calculate statistics with summary IF functions. 7.4 Create a PivotTable. 7.5 Change a PivotTable layout. 7.6 Format a PivotTable.
Course Outcome 8	**Learning Objectives for Course Outcome 8**
Perform What-If Analyses.	8.1 Explore the principles of cost-volume-profit relationships. 8.2 Perform a basic what-if analysis. 8.3 Create a one-variable data table. 8.4 Create a two-variable data table.
Course Outcome 9	**Learning Objectives for Course Outcome 9**
Explore financial tools and functions.	9.1 Work with financial functions to analyze loans and investments. 9.2 Create an amortization schedule. 9.3 Calculate interest and principal payments for a loan or investment.

		9.4 Perform calculations for an income statement. 9.5 Interpolate and extrapolate a series of values. 9.6 Calculate a depreciation schedule. 9.7 Calculate a net present value. 9.8 Calculate an internal rate of return. 9.9 Trace a formula error to its source.
	Course Outcome 10	**Learning Objectives for Course Outcome 10**
	Analyze date with business intelligence tools.	10.1 Retrieve data with the Query editor. 10.2 Create and edit a query. 10.3 Chart trends and forecast future values. 10.4 Add data to Excel data model. 10.5 Manage table relations in Power Pivot. 10.6 Create maps with the map chart type. 10.7 Create map presentations with 3D maps.
	Course Outcome 11	**Learning Objectives for Course Outcome 11**
	Overview of Microsoft Word.	11.1 Apply MS Word fundamentals: create new documents, open and save a file, navigate and view documents, print and share a document, use the Quick Access toolbar, check accessibility and compatibility. 11.2 Work with and edit text: spelling and grammar checks, word count and thesaurus tools, find and replace tool, insert symbols, insert text from another file, AutoCorrect. 11.3 Format text and paragraphs: formatting fonts, creating lists, using paragraph alignment, borders and shading, copy formatting, using tab stops, and using the find and replace formatting function. 11.4 Apply page formatting to adjust margins, set paper size and orientation, add headers and footers, page numbers, columns, page breaks, and page background elements. 11.5 Work with Themes and Styles to create consistent and engaging documents 11.6 Use automatic referencing tools to create individual references and a List of References consistent with APA formatting guidelines

Evaluation Process and Grading System:		
	Evaluation Type	**Evaluation Weight**
	Assignments	35%
	Comprehensive Project	25%
	Test 1	20%
	Test 2	20%

Date:	June 22, 2023
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.

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