

- I. COURSE DESCRIPTION:** This is an exciting new course developed for students in the Business program. The students will work in a hands-on environment learning concepts in electronic mail, internet basics, and suite software. The introductory concepts in Word, Excel, and PowerPoint will be taught with exercises designed especially for students striving to manage a small or medium business enterprise.
- II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:** (Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date.)

Upon successful completion of this course, the student will demonstrate the ability to:

1. Demonstrate the use of Outlook 2000.

Potential Elements of the Performance:

Use Outlook 2000 to

- create and print a contact list
- utilize appointment list
- create a task list
- compose, send and receive e-mail
- attach a file
- use the contact list
- create mail folders
- utilize mail folders

This learning outcome will constitute 7.5% of the course.

- 2) Master and use Internet Explorer for business research.

Potential Elements of the Performance:

- explain terminology related to the internet
- start and close Netscape
- use search engines to find information
- perform common business tasks like: research flight schedules, locate city maps, rent a car.
- complete commercial activities such as: find government information, ship and track packages, shop for products.
- conduct a job search

This learning outcome will constitute 7.5% of the course.

3) Create professional business documents using Word 2000.

Potential Elements of the Performance:

- name and use all the keys on the keyboard
- define wordwrap, otype, insert.
- distinguish between the insert and otype modes
- create, save, retrieve, edit and print a simple document
- spellcheck a document, use AutoCorrect, and use the thesaurus.
- utilize keyboard shortcuts
- use find, replace, and go to commands
- use format paragraph, borders and shading, page setup
- describe object linking and embedding
- insert clip art and/or a photograph
- use wordart
- utilize the Web toolbar
- insert a footnote or endnote
- use wizards and templates to create a document

This learning outcome will constitute 30% of the course.

4) Produce business documents using Microsoft Excel.

Potential Elements of the Performance

- describe a spreadsheet and explain rows and columns
- open a workbook, insert and delete rows and columns, save and print the workbook
- use pull-down menus, shortcut menus, and toolbars
- describe the three-dimensional nature of an Excel workbook
- print a worksheet and show computed values or the cell formulas
- use page setup commands
- copy, format and isolate assumptions on a worksheet
- build a worksheet for a financial forecast
- use statistical functions in a worksheet; such as goal seek, scenario manager, pmt functions, and if statements.
- use chart wizard to create a graph
- enhance and edit a chart

This learning outcome will constitute 35% of the course.

- 3) Use PowerPoint presentation software to create simple slide shows.

Potential Elements of the Performance

- open, modify, print and view an existing presentation
- work with all the view modes
- add, edit, and delete slides
- add clip art to slide
- use timing feature
- present a slideshow
- spellcheck a presentation
- design a template
- add transitions, bullets, graphical objects
- enhance colours in slideshow
- use autocontent wizard

This learning outcome will constitute 20% of the course

III. TOPICS:

1. E-mail
2. Internet Explorer
3. Word
4. Excel
5. PowerPoint

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Exploring Microsoft Office 2000 Professional, Volume I – Revised Printing
Grauer, Pearson Education

3- 3 1/2" high density disks

V. EVALUATION PROCESS/GRADING SYSTEM:

Assignments	25%
Word Test	25%
Excel Test	25%
PowerPoint	25%

Missed Tests

Students are expected to be present to write all tests with the class. If a student is unable to write a test because of illness or a legitimate emergency, that student must contact the professor prior to the class and provide an explanation, which is acceptable to the professor. Should the student fail to contact the professor, the student shall receive a **grade of zero** on the test. **Late assignments will not be accepted.**

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	

VI. SPECIAL NOTES:Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.