

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** BUSINESS DEVELOPMENT

**CODE NO. :** BUS128 **SEMESTER:** 1

**PROGRAM:** Cook Apprentice - Basic

**AUTHOR:** Professor Deron Tett and Professor Peter Graf

**DATE:** 09/04 **PREVIOUS OUTLINE DATED:**

**APPROVED:**

\_\_\_\_\_  
**DEAN**

\_\_\_\_\_  
**DATE**

**TOTAL CREDITS:** 2

**PREREQUISITE(S):** None

**HOURS/WEEK:** 1 hr./wk. In 12 weeks

**Copyright ©2004 The Sault College of Applied Arts & Technology**

*Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.*

*For additional information, please contact*

*Pat Gibbons, The Dean of Business and Hospitality*

*(705) 759-2554, Ext 656.*

**I. COURSE DESCRIPTION:**

This course is designed to provide the student with the necessary skills related to the PC environment (at the introductory post-secondary level). Through the use of Microsoft Word, students will learn wordprocessing. As well, they will be introduced to the use of spreadsheets through practical applications using Excel.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

**1. Produce a multi-page document containing special formats using Word 2000.**Potential Elements of the Performance:

- a) Basic Word Processing
  - name and use all the keys on the keyboard
  - define word-wrap, overtype, insert
  - distinguish between the insert and overtype modes
  - create, save, retrieve, edit and print a simple document
  - spell-check a document, use autoCorrect, and use the thesaurus
  - utilize keyboard shortcuts
  - use grammar check

**2. Produce a multi-page document (continued)**Potential Elements of the Performance:

- b) Editing and Formatting
  - use find, replace, and go to commands
  - use format font commands
  - use format paragraph, borders and shading, page set-up

**3. Demonstrate the use of Spreadsheets**Potential Elements of the Performance:

- a) What is a Spreadsheet?
  - create and save a simple spreadsheet
  - work with formulae
  - insert and delete cells
  - insert and delete rows and columns

#### 4. **Demonstrate the use of Spreadsheets (continued)**

##### Potential Elements of the Performance:

- b) Gaining Proficiency: Copying and Formatting
  - define a cell range; select and deselect ranges within a worksheet.
  - Copy and/or move cells within a worksheet; differentiate between relative, absolute, and mixed addresses.
  - Format a worksheet to include boldface, italics, shading, and borders; change a font and/or alignment of a selected entry.
  - Change the width of a column; explain what happens if a column is too narrow to display the computed result.

### III. **REQUIRED RESOURCES/TEXTS/MATERIALS:**

**Exploring Microsoft Office 2000 Professional Volume 1  
By Robert T. Grauer and Maryann Barber, Prentice Hall**

**3 (1.44 Meg 3 ½ inch floppy disks)**

### IV. **EVALUATION PROCESS/GRADING SYSTEM:**

Tests	60%
Assignments	30%
Attendance/Professionalism	10%

Test 1 - Word – Chapters 1 and 2

Test 2 - Excel – Chapters 1 and 2

Assignments

1. Complete a job search (on-line) for culinary positions.
2. Create and use a recipe template.

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

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

## V. 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 professor and/or the Special Needs office. Visit Room E1101 or call Extension 493 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.