

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: Business Computer Applications

CODE NO. : BUS140 **SEMESTER:** I

PROGRAM: Business / Accounting

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DATE: Sept 05 **PREVIOUS OUTLINE DATED:** Sept 04

APPROVED:

	_____	_____
	DEAN	DATE

TOTAL CREDITS: 3

PREREQUISITE(S): None

HOURS/WEEK: 15 weeks – 3 hours per week supervised

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For additional information, please contact
School of Continuing Education, Business and Hospitality
(705) 759-2554

I. COURSE DESCRIPTION: This course has been developed for students in the Business / Accounting program. Students are introduced to computerized applications used by small to medium-sized businesses in their operation. Specifically, the student will gain practical hands-on experience in using software applications for word-processing, the preparation of spreadsheets, and the creation of information databases and for preparing business presentations. The Microsoft Office Suite of software applications is the most prevalent software used by business in their operations and is the software that the student will utilize in this course.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Use e-mail to supplement business activities.

Potential Elements of the Performance:

Use Outlook 2000 to

-compose, send and receive e-mail demonstrating effective business communication.

-attach a file.

-create mail folders.

-utilize mail folders.

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This learning outcome will constitute 5% of the course.

2. Use the Internet to supplement business activities.

Potential Elements of the Performance:

-start and close Internet Explorer

-use search engines to find information

-ensure the appropriate protection of information.

-keep abreast of changes in information technology

-complete various searches and downloads.

This learning outcome will constitute 5% of the course.

3. Create professional business documents using a word processor.

Potential Elements of the Performance:

- create and edit a document.
- format characters and paragraphs.
- format and enhance a document.
- format a document with special features

This learning outcome will constitute 20% of the course.

4. Use computerized spreadsheets to prepare necessary business information.

Potential Elements of the Performance

- use appropriate mathematical tools to solve business problems.
- analyze data using excel
- edit and format worksheets
- use functions, set print options, and add visual elements.
- work with multiple worksheets and workbooks and manage files.
- integrate Word & Excel.

This learning outcome will constitute 30% of the course.

5. Utilize database software.

Potential Elements of the Performance

- maintain data in a table.
- create tables and relationships.
- modify tables and reports, perform calculations and view data.
- integrate Word, Excel, and Access.

This learning outcome will constitute 30% of the course.

6. Use presentation software effectively and appropriately.

Potential Elements of the Performance

- prepare a presentation
- edit slides and slide elements.
- format and enhance a presentation.
- customize and manage presentations.
- integrate Word, Excel, and PowerPoint.

This learning outcome will constitute 10% of the course

7. Select and use appropriate software to produce business documents

*Potential Elements of the Performance

--adapt to various and changing technological systems and computer applications for business.

-apply computer concepts to business applications using manuals and aids relating to a specific software program.

-apply research skills to gather and interpret available information.

III. TOPICS:

1. E-mail using Outlook
2. Internet Explorer
3. Word 2003
4. Excel 2003
5. Access 2003
6. PowerPoint 2003
7. Integration Exercise

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Marquee Series, Microsoft Office 2003, A Visual Approach to Computer Skills, Rutkosky, Sequin I.S.B.N. 0-7638-2074-1

3- 3 1/2" high density disks

V. EVALUATION PROCESS/GRADING SYSTEM:

Outlook and Internet Assignments	10%
Word Test and Assignments	15%
Excel Test and Assignments	30%
Access Test and Assignments	25%
PowerPoint Assignments	10%
Integration Exercise	10%

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%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 - 59%	1.00
F (Fail)	49% 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:

Attendance

As a result of this course being hands-on, attendance is essential to ensure success.

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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.