

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.

.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 or memory stick

V. EVALUATION PROCESS/GRADING SYSTEM:

Outlook, Internet Explorer, and Word Test	25%
Excel Test	35%
Access Test	35%
PowerPoint and Integration Exercises	5%

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.	

IV. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the Special Needs Office, Room E1204 or call Extension. 493 so that support services may 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 post-secondary institutions.

Plagiarism:

Students are directed 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 the 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 ASSESSMENTS:

Students who wish to apply for advanced credit in this 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. See the Academic calendar of events for time limits.

Attendance:

Students are expected to attend all scheduled classes. Attendance will be taken, or spot checks made, for each class.

Submitting Assigned Work:

All assignments, projects, questions, etc. must be submitted to the professor at the beginning of class on the due date. Once the class starts, any assignment, etc. which has not been submitted will be considered late. If no class is scheduled on the due date, students are required to deliver the assignments, etc. to the professor’s office, by the deadline time. It is the student’s responsibility to ensure that the professor gets his/her completed assignment, etc. Do not place the assignment, etc. in the professor’s mailbox and do not deliver it to his/her office during class.

Return of Students' Work:

Tests, quizzes, assignments, etc. will be returned to students during one of the normal class times. Any student not present at that time must pick up his/her test, etc. at the professor's office within three weeks of that class. Tests, etc. not picked up within the three weeks will be discarded. End of semester tests, etc. will be held for three weeks following the end of the semester. If they have not been picked up within that three-week period, they will be discarded.

Students are required to retain their tests, quizzes, assignments, etc. in the event that there is a disagreement with the mark received and the mark recorded by the professor. If the student is not able to present the instrument in question, the professor's recorded mark will stand.

Classroom Decorum:

Students will respect the diversity and the dignity of those in the classroom. Student will respect the professor's right and duty to teach and students' right to learn without interference. Students who cause any interference with the objectives of the class will be asked to leave the classroom and will not be permitted to return until he/she commits in writing, typed, (a formal letter) that he/she will conduct themselves appropriately in the classroom. This letter will be addressed to the professor.

If a student is asked to leave the classroom a second time, he/she must make an appointment with the Dean for a disposition. At that time, a copy of the above letter will be given to the dean.

In the event that a student is asked to leave the classroom a third time, he/she will not be permitted back to the classroom for the rest of the semester. The Dean will also decide if any other action needs to be taken.

Students attending this class do so to study Business Computer Applications. Therefore, no other activity will be permitted. Students who wish to engage in other activities will be asked to leave the classroom, as described above.

Other inappropriate behaviour includes, but not limited to, sleeping in class, or appearing to be sleeping in class, putting feet (foot) on the furniture, writing on the furniture, talking or otherwise communicating privately with other students, walking in and out of class during lectures, and/or having a cell phone ring or talking on during class, etc.

It is the professor's intention to maintain proper classroom decorum at all times in order to provide the best possible learning and teaching environment.

Only those students who are properly registered for this course or those invited by the professor are permitted to be in the classroom.