SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	Business Computer Applications
CODE NO. :	BUS140 **SEMESTER:** One
PROGRAM:	Business / Accounting/Business Management
AUTHOR:	Shawna DePlonty, B.A. Econ., M. Ed. shawna.deplonty@saultcollege.ca 705-759-2554 ext. 2592
DATE:	June 2008 **PREVIOUS OUTLINE DATED:** Sept 07
APPROVED:	"Penny Perrier"

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CHAIR   **DATE**

TOTAL CREDITS:	3
PREREQUISITE(S):	None
HOURS/WEEK:	16 weeks – 3 hours per week supervised

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 2007 to
-compose, send and receive e-mail demonstrating effective business communication.
-attach a file, create, and utilize a folder.

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.
-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.
--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 2007
4. Excel 2007
5. Access 2007
6. PowerPoint 2007
7. Integration Exercise

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Marquee Series, Microsoft Office 2007, A Visual Approach to Computer Skills, Rutkosky, Sequin I.S.B.N. 979-76382-958-2
Recommended: memory stick

V.   EVALUATION PROCESS/GRADING SYSTEM:
Outlook, Internet Explorer, and Word Test   20%
Excel Test/Assignments   35%
Access Test/Assignments   35%
PowerPoint and Integration Exercises   10%

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
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.

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.

Once the test has commenced, the student is considered absent and will not be given the privilege of writing the test until the end of the semester. The late student must see the professor at the end of the class time and provide a suitable explanation to the professor in order to qualify to write at the end of the semester.

Any student who has missed a test and meets the following criteria may write the missed test Thursday, December 18th from 3:30-5:30 in E2130 .

In order to qualify to write the missed test, the student shall have:
 a) attended at least 80% of the classes.
 b) provided the professor an acceptable explanation for his/her absence.
 c) been granted permission by the professor.

NOTE: The missed test will be a new test.

Attendance:
Regular attendance is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

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.

Questions &/or Concerns:
Students are urged to ask questions and to participate in and contribute to the class discussion. Students are also encouraged to read newspapers, magazines, etc. and to tune in to radio and television newscasts for economic and business news. This will make the subject more understandable, interesting, and practical. It will provide students the opportunity to better apply the theory and to enhance his/her opportunity for success in this course.

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, having a cell phone ring or talking on during class, etc.

Consistently late students will be asked to leave the class.

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.

VI.   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. 2703 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.

Communication:
The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

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 advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.