SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE:	Business Computer Applications
CODE NO. :	BUS140 **SEMESTER:** 1
PROGRAM:	Business / Accounting/Business Management/Culinary
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DATE:	01/06/10 **PREVIOUS OUTLINE DATED:** 01/01/10
APPROVED:	"Penny Perrier" June/10
	_____ _____
	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

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. 978-76382-958-2
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%

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 at the end of the semester.
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.

Late assignments will be accepted at the discretion of the professor and if accepted may be accepted with a late penalty.

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.

VI.   SPECIAL NOTES:

Attendance:
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.   *It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.*

VII.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.