SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	**INTEGRATED BUSINESS SIMULATION**

CODE NO. :	**COM1220**	**SEMESTER:**	**TWO**

PROGRAM:	**COMPUTER BUSINESS SYSTEMS**

AUTHOR:	**ROSEMARY LeBLANC**

DATE:	**DEC 2002**	**PREVIOUS OUTLINE DATED:**	**JUNE 2001**
APPROVED:			

_____   _____
                                    DEAN   **DATE**

TOTAL CREDITS:	**3**

PREREQUISITE(S):	**COM1160, COM1280, COM3000**

HOURS/WEEK:	**10.**

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I.   COURSE DESCRIPTION:

This course is designed to provide the microcomputer specialist student an opportunity to put into practice the skills acquired in word processing, spreadsheet and database editing and creation. The student will learn how to understand and follow directions, prioritize work and complete projects within time constraints. The course offers a simulation, which has been designed for students who have had extensive training in the use of an office suite of programs.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1.   Apply proofreading skills to detect errors in office documents, and use standard revision symbols to make needed changes.

Potential Elements of the Proofreading Performance:

- Proofread for and correct errors in business documents.
- Modify documents based on the proofreading symbols indicated.
- Identify errors in business format.
- Identify capitalization, spelling, and transposition errors.
- Identify errors in plurals and possessives.
- Apply correct usage of commas, punctuation, and grammar in business documents.
- Correct inconsistencies.

This Proofreading module will constitute approximately 10 percent of the course grade and will be used in all modules.

2.   Apply problem solving skills to produce accurate, computer-generated business documents and reports, by a specified deadline, by processing text and numeric information to reinforce acquired technical skills for an office setting.

A. Potential Elements of the Performance for Word Processing:

- Creating and editing text—simple edits, as well as move, cut, copy, and paste
- Working with tables
- Creating and using graphics images in documents
- Adjusting font face and font size

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- Working with automatic bullets and outlining
- Creating templates or forms and using them repeatedly
- Using merge
- Creating envelopes
- Using form fill, stop codes, or keyboard merge
- Formatting long documents—end-of-page control, page numbering, headers and footers, footnotes, etc.
- Using the software's database feature to prepare and rearrange lists automatically
- Performing calculations
- Creating labels, brochures and other special documents
- Using the spell check feature
- Composing, editing, and producing general correspondence
- Manage files, utilizing folders

This Word Processing module will constitute approximately 45 percent of the course grade.

B. Potential Elements of the Performance for Spreadsheets:

- Add data to existing spreadsheet
- Insert formulas into new and existing worksheets
- Format spreadsheets (general layout)
- Format cells within the sheet

This Spreadsheet Formatting module will constitute approximately 20 percent of the course grade.

C. Potential Elements of the Performance for Database:

- Insert and edit data within an existing database
- Add new tables to an existing database
- Create a new database
- Use a database to create queries, forms and reports
- Format reports

This Database Formatting module will constitute approximately 20 percent of the course grade.

3. Organize paper and electronic documentation according to directions in a timely manner. Maintain a document priority summary sheet and complete document routing slips.

Potential Elements of the Performance:

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- Review the work to be completed daily and prioritize all tasks
- Print all required documents
- Save electronic versions of output
- Attach routing slips to direct work to others
- Organize paper output in a file system

This organizational performance will constitute 5 percent of the course grade.

III.   **TOPICS:**

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in this order.

1.   Developing Proofreading Skills.
   (formatting, capitalization, spelling, punctuation, grammar, consistency, proofreading symbols)

2.   Using Word Processing, Spreadsheet, and Database Software for Windows as it relates to a Modern Office.

3.   Applying Document Formatting for the Office.

4.   Completing Generic Office Simulation for Word Processing, Spreadsheets, and Database.

5.   Setting priorities for daily work.

6.   Completion of supporting documents (routing slips, copies, and envelopes)

IV.   **REQUIRED RESOURCES/TEXTS/MATERIALS:**

Excursions International – Computer Applications Simulation, by Spring, Rider & Jackson, Published by South-Western Educational Publishing.

Manila file folders (3) – lettersize

Three, 3 ½" high density disks.

Three individual diskette pockets.

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V.   EVALUATION PROCESS/GRADING SYSTEM:

Two Tests:

Test #1 – (Day 1 & 2 tests)	**45%**
Test #2 – (Day 3 & 4 tests)	**45%**
Daily Work for Simulation (including priority skills)	**10%**
TOTAL	**100%**

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

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory 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 *Policies & Procedures Manual - Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

VI.   SPECIAL NOTES:

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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 post secondary institutions.

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.

Students should refer to the definition of "academic dishonesty" in the
"Statement of 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, as
may be decided by the professor.

Students are expected to be present to write all tests during regularly
scheduled classes. In the event of a failed course grade, a supplementary
test will be administered at the end of the semester to replace EITHER the
lowest failed OR one missed test.

Test papers will be returned to the student after grading in order to permit
verification of the results ant to review the tests. However, the student will be
required to return all test papers to the instructor who will keep them on file for
one year.

A disk labeled with the student's, professor's, and the course name MUST be
available with the assignment. At the professor's discretion, disks will be
checked. Students are advised to maintain at LEAST one backup of all files.
A lost or damaged diskette will not be an acceptable reason for a late or
incomplete assignment.

It is expected that 100 percent of classroom work be completed and submitted
on time. **A late assignment with an attached Extension form** will be
accepted if submitted within 72 hours of the due date and time. Twenty-five
percent will be deducted from late/incomplete assignments automatically.
Failure to follow this procedure will result in a zero grade for the assignment.

All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.

During testing, the program's on-line help may be available. Tests will not be "open book". Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

Proofreading is an integral part of this course. Marks will be deducted for all proofreading and spelling errors.

Regular attendance is expected so the professor can observe work and provide guidance as necessary.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

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.