



## COURSE OUTLINE: BCO118 - COMP APPS FOR BUS I

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

<b>Course Code: Title</b>	BCO118: COMPUTER APPLICATIONS FOR BUSINESS I
<b>Program Number: Name</b>	2035: BUSINESS 2037: BUSINESS FUNDAMENTAL 2050: BUSINESS -ACCOUNTING 2102: BUSINESS MANAGEMENT
<b>Department:</b>	BUSINESS/ACCOUNTING PROGRAMS
<b>Semesters/Terms:</b>	20F, 21W, 21S
<b>Course Description:</b>	In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2016 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis.
<b>Total Credits:</b>	3
<b>Hours/Week:</b>	3
<b>Total Hours:</b>	45
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Substitutes:</b>	BCO107, OEL1172
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<p><b>2035 - BUSINESS</b></p> <p>VLO 4 Apply basic research skills to support business decision making.</p> <p>VLO 8 Use accounting and financial principles to support the operations of an organization.</p> <p><b>2037 - BUSINESS FUNDAMENTAL</b></p> <p>VLO 4 Apply basic research skills to support business decision making.</p> <p><b>2050 - BUSINESS -ACCOUNTING</b></p> <p>VLO 8 Contribute to recurring decision-making by applying fundamental financial management concepts.</p> <p><b>2102 - BUSINESS MANAGEMENT</b></p> <p>VLO 1 Apply current concepts/systems and technologies to support an organization`s business initiatives.</p>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	

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**Essential Employability Skills (EES) addressed in this course:**

- EES 3 Execute mathematical operations accurately.
- EES 4 Apply a systematic approach to solve problems.
- EES 5 Use a variety of thinking skills to anticipate and solve problems.
- EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
- EES 10 Manage the use of time and other resources to complete projects.
- EES 11 Take responsibility for ones own actions, decisions, and consequences.

**Course Evaluation:****Other Course Evaluation & Assessment Requirements:**

- A+ = 90-100%
- A = 80-89%
- B = 70-79%
- C = 60-69%
- D = 50-59%
- F < 50%

**Books and Required Resources:**

New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive + MindTap Computing by Parsons  
 Publisher: Course Technology  
 ISBN: 13-978-1-337-06941-0

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
Perform fundamental tasks involving the operation of a spreadsheet package, recognizing that many of the same functions are found as in other spreadsheet productions.	Understand the use of spreadsheets and Excel. Learn the parts of the Excel window. Scroll through a worksheet and navigate between worksheets. Create and save a workbook file. Enter text, numbers, and dates into a worksheet. Resize, insert, and remove columns and rows. Select and move cell ranges. Insert formulas and functions. Insert, delete, move, and rename worksheets. Create patterned text with Flash Fill (if 2013 version used). Work with editing tools. Preview and print a workbook.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
Formatting a worksheet.	Format text, numbers, and dates. Change font colors and fill colours. Add fill colours and background images. Create formulas to add, subtract, and divide values. Add number formats. Align, indent, and rotate cell contents. Merge a range into a single cell. Copy and paste functions. Apply a built-in cell style. Change the theme of a workbook. Create formulas to add and subtract values. Apply a built-in table style and select table style options.

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	<p>Highlight cells with conditional formats.  Copy and paste formats with the Format Painter.  Hide worksheet rows.  Define the print area, insert page breaks, and add print titles.  Enter headers and footers.  Select page margins.</p>
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
Working with formulas and functions	<p>Copy formulas.  Build formulas containing relative, absolute and mixed references.  Review function syntax.  Enter formulas and functions with the Quick Analysis Tool.  Insert a function with the Insert Function dialogue box.  Interpret error values.  Search for a function.  Type a function directly in a cell.  Use Autofill to fill in a formula and complete a series.  Use the TODAY, WORKDAY, COUNT, COUNTA functions.  Enter the IF logical function.  Perform an exact match lookup with the VLOOKUP function.  Perform what-if analysis using trial and error and then Goal Seek.  Use the PMT financial function to calculate monthly mortgage payments.</p>
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
Create and enhance the representation of financial information with an Excel chart.	<p>Create an embedded chart.  Create and format a pie chart.  Work with chart titles and legends.  Create and format a column chart.  Create and format a line chart.  Modify a chart data source.  Create and format a combined chart.  Create a 3D chart.  Create and format sparklines and data bars.  Create a chart sheet.  Insert a watermark.</p>
<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
Organize data to provide better financial information to interested users within the organization.	<p>Explore a structured range of data.  Freeze rows and columns.  Plan and create an Excel table.  Rename and format an Excel table.  Add, edit, and delete records in an Excel table.  Sort data.  Filter data.  Insert a Total row to summarize an Excel table.  Split a worksheet into two panes.  Insert subtotals into a range of data.  Use the Outlines buttons to show and hide details.  Create and modify a Pivot Table.</p>

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	<p>Apply Pivot Table styles and formatting.  Filter and sort a Pivot Table.  Insert a slicer to filter a Pivot Table.  Group Pivot Table items.  Create a Pivot Chart.</p>
<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>
Managing multiple worksheets and workbooks.	<p>Create a worksheet group.  Format and edit multiple worksheets at once.  Create cell references to other worksheets.  Consolidate information from multiple worksheets using 3D references.  Create and print a worksheet group.  Create a link to data in another workbook.  Create a workbook reference.  Learn how to edit links.  Create and use an Excel workspace.  Insert a hyperlink in a cell.  Create a sample template.</p>
<b>Course Outcome 7</b>	<b>Learning Objectives for Course Outcome 7</b>
Developing an Excel application.	<p>Create an application.  Create, edit, and delete defined names for cells and ranges.  Paste a list of defined names for documentation.  Use defined names in formulas.  Add defined names in existing formulas.  Create validation rules for data entry.  Protect the contents of worksheets and workbooks.  Add, edit, and delete comments.  Learn about macro viruses and Excel security features.  Add the Developer tab to the Ribbon.  Create and run a macro.  Assign a macro to a keyboard shortcut and a button.  Save and open a workbook in macro-enabled format.  Minimize the Ribbon.</p>
<b>Course Outcome 8</b>	<b>Learning Objectives for Course Outcome 8</b>
Using advanced functions and conditional formatting.	<p>Use the IF function for single and nested conditions.  Use the AND function.  Use the OR function.  Use structured references in formulas.  Use the VLOOKUP function.  Review the HLOOKUP function.  Use the IFERROR function.  Use the conditional formatting to highlight duplicate values.  Summarize data using the COUNTIF, SUMIF, and AVERAGEIF functions.</p>
<b>Course Outcome 9</b>	<b>Learning Objectives for Course Outcome 9</b>
Working with financial tools and functions.	<p>Use the PV,FV,PMT and NPER functions.  Work with financial functions to analyze loans and investments.  Create an amortization schedule.</p>

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	Calculate a conditional sum. Interpolate and extrapolate a series of values. Calculate a depreciation schedule. Determine a payback period. Calculate a net present value. Calculate an internal rate of return. Trace a formula error to its source.
<b>Course Outcome 10</b>	<b>Learning Objectives for Course Outcome 10</b>
Performing what-if analysis.	Explore the principles of cost-volume-profit relationships. Perform a basic what-if analysis. Use goal seek to calculate a solution. Create a one-variable data table. Create a two-variable data table.

**Evaluation Process and Grading System:**

Evaluation Type	Evaluation Weight
Assignments	40%
Final Exam (Comprehensive)	30%
Term Test	30%

**Date:** June 17, 2020

**Addendum:** Please refer to the course outline addendum on the Learning Management System for further information.

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