# COURSE OUTLINE

# BCO0103

Prepared: D. Kachur    Approved: S. Smith

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| **Course Code: Title** | BCO0103: COMPUTER APPLICATIONS FOR BUSINESS |
| **Program Number: Name** | 1120: COMMUNITY INTEGRATN |
| **Department:** | C.I.C.E. |
| **Semester/Term:** | 17F |
| **Course Description:** | Students in this course will gain practical hands-on experience using email, word processing, presentation and accounting software. The Microsoft Office suite is the most prevalent used by business today and components of the Office package will be utilized in this course. Using Accounting software, students will record business transactions in the General Journal, Accounts Payables, Accounts Receivables, and Inventory modules. Students will also calculate and account for sales taxes. |
| **Total Credits:** | 3 |
| **Hours/Week:** | 3 |
| **Total Hours:** | 45 |
| **Essential Employability Skills (EES):** | #1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.<br>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.<br>#6. Locate, select, organize, and document information using appropriate technology and information systems. |
| **Course Evaluation:** | Passing Grade: 50%, D |
| **Other Course Evaluation & Assessment Requirements:** | A+ = 90-100%<br>A = 80-89%<br>B = 70-79%<br>C = 60-69%<br>D = 50-59%<br>F < 50% |

**Evaluation Process and Grading System:**

| Evaluation Type | Evaluation Weight |
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| Assignments | 40% |
| Comprehensive Final Exam - Accounting | 30% |

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| Tests | 30% |
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| **Course Outcomes and Learning Objectives:** | Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes: |

### Course Outcome 1.

Use Microsoft Outlook for effective office and Internet communication

### Learning Objectives 1.

1.1 compose, send and receive e-mail
1.2 attach files and images
1.3 create and utilize folders to organize email
1.4 add / modify contacts
1.5 book and cancel meetings
create and implement message rules
recall sent messages
add / remove tasks

### Course Outcome 2.

Create professional business documents using Microsoft Word

### Learning Objectives 2.

2.1 identify and recognize file types and extensions of various word processing documents
2.2 create blank documents
2.3 work with templates to create documents
2.4 format characters using bold, italic and underlining
2.5 apply paragraph spacing
2.6 create headers and footers
2.7 insert text, images and clipart
2.8 cut-copy-paste material into and out of documents
2.9 work with page, column and continuous breaks

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2.10 adjust both vertical and horizontal margins
2.11 create columns and tables
2.12 apply designs and themes
2.13 apply spell check and thesaurus
2.14 apply indenting and bullets
2.15 create, modify and remove left, center and right tabs
2.16 apply tab leaders
2.17 add hyperlinks
2.18 Insert footnotes and endnotes
2.19 Apply 'find' and 'replace' in documents

## Course Outcome 3.

Use Microsoft PowerPoint for effective communication

## Learning Objectives 3.

3.1 identify file types and extensions of various presentation documents
3.2 create new presentations from a blank document
3.3 work with templates to create pre-defined presentations
3.4 prepare a presentation using both slides and outline mode
3.5 format presentations including fonts, italics, bold
3.6 apply designs and themes
3.7 insert text, images and video into presentations
3.8 cut-copy-paste material into and out of slides
3.9 duplicate slides
3.10 insert slides from existing presentations into new presentations
3.11 insert word documents to your presentation
3.12 spell check presentations
3.13 apply indenting and bullets
3.14 rehearse timing a presentation
3.15 apply transitions, effects and animation

## Course Outcome 4.

Be able to use Accounting Software to open, save, backup and restore data files

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### Learning Objectives 4.

4.1 Open a working copy to access accounting data files
4.2 Save and backup accounting files

### Course Outcome 5.

Use Accounting Software to process transactions in the General Journal

### Learning Objectives 5.

5.1 Advance the session date
5.2 Create and modify chart of accounts
5.3 Enter, edit, review and post various transactions in the General Journal
5.4 Adjust journal entries after posting
5.5 Display and print General Ledger and General Journal reports

### Course Outcome 6.

Use Accounting Software to process Vendor Payable Transactions

### Learning Objectives 6.

6.1 Add, modify, view and remove vendor accounts
6.2 Apply tax codes and establish credit terms with vendors
6.3 Create purchase quotes, orders and invoices
6.4 Convert and adjust purchase quotes and orders
6.5 Receive Inventory and update Invoices
6.6 Adjust and / or void purchase invoices
6.7 Perform payments to vendors
6.8 Explain Payables Ledger linked accounts
6.9 Display and print payables journal entries and reports
6.10 Review reports for accuracy and financial analysis

### Course Outcome 7.

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Use Accounting Software to process Customer Sales Transactions

## Learning Objectives 7.

7.1 Add, modify view and remove customer accounts
7.2 Apply tax codes and establish credit terms for customers
7.3 Create sales quotes, orders and invoices
7.4 Convert sales quotes and orders
7.5 Locate existing invoices using 'Find'
7.6 Adjust sales invoices
7.7 Enter sales returns
7.8 Contrast sales vs. sales return accounts
7.9 Receive payment from customers
7.10 Enter deposits from customers to multiple bank accounts
7.11 Reverse receipts to enter NSF cheques from customers
7.12 Explain Receivable linked accounts
7.13 Display and print reports
7.14 Review reports for accuracy and financial analysis

## Course Outcome 8.

Use Accounting Software to process Inventory Transactions

## Learning Objectives 8.

8.1 Add new inventory
8.2 Setup Inventory pricing categories
8.3 Adjust Inventory
8.4 Enter inventory-related purchase and sale transactions
8.5 Enter returns on sales and purchases
8.6 View Inventory reports
8.7 Describe the integration of the Inventory Ledger with the Payables, Receivables and General Ledgers

## Course Outcome 9.

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Use Accounting Software to calculate and account for sales taxes

## Learning Objectives 9.

9.1 Analyze different business transactions to determine the applicable sales taxes that should be applied to the transactions.
9.2 Calculate the amount of GST, HST or PST that is applicable to the transaction
9.3 Record the sales tax related to each business transaction
9.4 Calculate the amount owing to the Federal and Provincial governments with respect to sales tax and calculate the amount of compensation, if any, related to the remittance of sales tax
9.5 Identify the filing and payment due dates for GST, HST and PST and record the payments in the appropriate accounts

**CICE Modifications:**

### Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

**A.** Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

**B. Tests may be modified in the following ways:**

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

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**C. Tests will be written in CICE office with assistance from a Learning Specialist.**

*The Learning Specialist may:*

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

**D. Assignments may be modified in the following ways:**

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

*The Learning Specialist may:*

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

**E. Evaluation:**

Is reflective of modified learning outcomes.

**NOTE:** Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

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| **Date:** | Wednesday, September 6, 2017 |
| | Please refer to the course outline addendum on the Learning Management System for further information. |