

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



CICE COURSE OUTLINE

COURSE TITLE: Business Computer Applications

CODE NO. : BUS140 **SEMESTER:** Fall
MODIFIED CODE: BUS0140

PROGRAM: Business / Accounting/Business Management/Culinary

AUTHOR: Shawna DePlonty, B.A. Econ., M. Ed.
MODIFIED BY: Amanda Burns/ Shelly Nelson-Bond, Learning Specialist
CICE Program

DATE: Sept. 2011 **PREVIOUS OUTLINE DATED:** Sept. 2010

APPROVED: "Angelique Lemay" Sept/11

*Dean, School of Community Services
and Interdisciplinary Studies*

TOTAL CREDITS: 3 **DATE**

PREREQUISITE(S): None

HOURS/WEEK: 3

Copyright ©2011 The Sault College of Applied Arts & Technology
Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.
For additional information, please contact the Dean, School of Community Services and Interdisciplinary Studies
(705) 759-2554, Ext. 2603

I. COURSE DESCRIPTION:

This course has been developed for students in the Business/Accounting/Hospitality programs. 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 CICE student along with the assistance of a Learning Specialist, will demonstrate the basic ability to:

1. Show a basic ability to use e-mail to supplement business activities.
Potential Elements of the Performance:
 Use Outlook 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. Show a basic ability to 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. Show a basic ability to 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. Show a basic ability to 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. Show a basic ability to 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. Show a basic ability to 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
4. Excel
5. Access
6. PowerPoint

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Microsoft Office 2010 –First Course by Beskeen, Cram, Duffy, Friedrichsen, Reding I.S.B.N. 0-538-74715-3

Recommended: memory stick

V. EVALUATION PROCESS/GRADING SYSTEM:

Word, Internet, and Email Test/Assignments	35%
Excel Test/Assignments	35%
Access Test/Assignments	15%
PowerPoint	15%

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:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00

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.

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. 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.

B. 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.

C. 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

D. Evaluation:

Is reflective of modified learning outcomes.