SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: Business Development - Basic

CODE NO. : BUS128 **SEMESTER:** 1

PROGRAM: Chef Training, Pre-Apprentice & Apprentice Cook

AUTHOR: Douglas McKinnon / Cindy Trainor

DATE: September 2007 **PREVIOUS OUTLINE DATED:** June 2006

APPROVED:

_____ _____
DEAN **DATE**

TOTAL CREDITS: 2

PREREQUISITE(S): N/A

HOURS/WEEK: 2

BUSINESS DEVELOPMENT   BUS128

I.   COURSE DESCRIPTION:
This course is designed to provide the student with the necessary skills related to the PC environment (at the introductory post-secondary level).Through the use of Microsoft Windows XP, Internet Explorer, and Word, students will learn to research and document relevant information in a word processing environment. As well, they will be introduced to the use of spreadsheets through practical applications using Excel.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1.   Demonstrate the use of basic word processing software to create, save, retrieve, edit and print professional-looking text and documents
      <u>Potential Elements of the Performance:</u>
      -    Understand and complete the Basic Word Processing cycle
      -    Scrolling and navigating in a document
      -    Inserting, replacing, overtyping, and deleting text
      -    Using Undo and Redo functions
      -    Check the spelling and grammar in a document
      -    Reference and use the thesaurus
      -    Using the Help feature
      -    Change document views
      -    Preview and Print a document
      -    Inserting Date, Time, and Autotext
      -    Close a document
      -    Creating a document using a Template
      -    Managing documents
      -    Apply fonts and font effects using the format painter and dialogue box
      -    Align and indent text in paragraphs
      -    Change line and paragraph spacing; set tabs
      -    Insert bullets, numbers, symbols and special characters
      -    Insert borders, shading, and watercolors
      -    Find and replace text
      -    Cutting, copying, and pasting text
      -    Awareness of the Clipboard Task Pane
      -    Inserting Page Break and Page Numbers
      -    Inserting, sizing, and moving Images, WordArt and hypertext links in a document
      -    Create, modify and format a table
      -    Apply borders and shading to a table
           Save a document as a web page

BUSINESS DEVELOPMENT   BUS128

2. **Create a recipe portfolio/reference manual**

   <u>Potential Elements of the Performance</u>:

   - Create and use a recipe template

3. **Identify professional development opportunities in the hospitality industry**

   <u>Potential Elements of the Performance</u>:

   - Complete a job search (on-line) for culinary positions in these related fields: Hotels, Fine-dining restaurants, and Institutions
   - Document and manage relevant fields of interest

4. **Demonstrate the use of basic spreadsheet software to construct spreadsheets that provide information to support effective problem solving, and present information in clear and useful formats.**

   <u>Potential Elements of the Performance</u>:

   - Completing the Excel Worksheet Cycle.
   - Entering Labels and values; Using the fill handle
   - Performing calculations Using Formulas
   - Using Autosum
   - Copying relative formulas
   - Improving the appearance of cells
   - Using Help
   - Previewing, printing and closing a workbook
   - Navigating a worksheet
   - Editing and clearing cells; performing Spell Check
   - Inserting and deleting cells; Using Undo and Redo
   - Inserting, deleting, hiding and unhiding Columns and Rows
   - Moving and copying cells
   - Adjusting column width and row height
   - Changing the Font, Size, Style, and Color of cells
   - Changing the alignment and indentation of cells
   - Adding borders and shading
   - Using Find and Replace functions
   - Using statistical functions Average, Max and Min
   - Using Date functions NOW and DATE
   - Inserting headers and footers
   - Printing headers and Gridlines
   - Inserting, deleting, renaming, and hiding a Worksheet

- Moving, copying, and un-hiding a Worksheet.
- Printing multiple worksheets, Setting the print area
- Adjusting page breaks in page break preview; removing a page break
- Creating a Workbook from a template
- Using Styles
- Creating a web page from a worksheet; Inserting and editing hypertext links
- Linking an Excel Worksheet with a word document

III.   TOPICS:

1. **INTRODUCTION (Windows XP, College computing environment)**
2. **Word 2003 (Word processing)**
3. **Internet Explorer**
4. **Excell (Spreadsheets)**

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

V.   EVALUATION PROCESS/GRADING SYSTEM:

Tests   60%
Assignments   30%
Attendance/Professionalism 10%

Test 1   - Word 2003
Test 2   - Excel 2003

Assignments
1. Complete a job search (on-line) for culinary positions.
2. Create and use a recipe template.

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:

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 professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 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 postsecondary institutions.

Communication:
The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct.* 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/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:
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.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

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.