

I. COURSE DESCRIPTION:

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 student will demonstrate the ability to:

1. Use Internet and 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 files and images
- create and utilize folders to organize email
- book and cancel meetings
- create and implement message rules
- recall sent messages
- identify where email is being stored on corporate networks

Use a Web-Browser to:

- identify various search engines available for use
- apply basic and advanced search techniques
- modify web-browser security for safe searching
- identify cookies, their locations and their purposes
- customize web-browsers to fit your computer needs
- contrast a secure vs. a non-secure connection
- identify the role of plug-ins and certificates

This learning outcome will constitute 5% of the course.

2. Create professional business documents using a word processor.

Potential Elements of the Performance:

- identify file types and extensions of various word processing documents
- create new blank documents
- work with templates to create documents
- format characters using bold, italic and underlining
- apply paragraph spacing
- create headers and footers
- insert images and text
- cut-copy-paste material into and out of documents
- work with page, column and continuous breaks
- adjust both vertical and horizontal margins
- create columns and tables
- apply designs and themes
- work with spell check
- use word alternative choices (thesaurus)
- apply indenting and bullets
- create left, center and right tabs
- apply tab leaders
- add hyperlinks

This learning outcome will constitute 30% of the course.

3. Use computerized spreadsheets to prepare necessary business information.

Potential Elements of the Performance:

- identify file types and extensions of various spreadsheet types
- create spreadsheets of various types relating to business activities
- work with templates to create spreadsheets
- format characters using bold, italic and underlining
- apply row and column spacing
- hide and show columns
- create headers and footers
- insert images and text
- cut-copy-paste material into and out of documents
- adjust both vertical and horizontal margins
- use various built-in spreadsheet functions

- create formulas using several different methods
- spell check spreadsheets
- sort data
- create and modify charts of various types
- add sheets to an existing workbook
- rename sheets as necessary
- link worksheets within the workbook
- contrast portrait vs. landscape printing

This learning outcome will constitute 35% of the course.

4. Utilize database software.

Potential Elements of the Performance:

- contrast the various types of database programs available
- contrast tables vs. databases
- create fields to form a table
- link tables via relationships
- apply filters to fields entries
- create forms to accept data to tables
- generate reports to display data
- create queries to specifically extract certain data
- use queries to create custom reports

This learning outcome will constitute 10% of the course.

5. Use presentation software for effective communications

Potential Elements of the Performance:

- identify file types and extensions of various presentation documents
- create new presentations from scratch
- work with templates to create pre-defined presentations
- format presentations using skills already learned in the word processing section of the course
- insert text, images and multi-media into presentations
- cut-copy-paste material into and out of slides
- duplicate slides
- insert slides from existing presentations into new presentations
- spell check presentations
- apply indenting and bullets

- apply designs and themes
- rehearse time a presentation
- apply animation, transition and sound to slides

This learning outcome will constitute 20% of the course

III. TOPICS:

1. Internet and email
2. Word Processing
3. Spreadsheets
4. Databases
5. Presentations

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: 4 GB or larger capacity memory stick

V. EVALUATION PROCESS/GRADING SYSTEM:

Outlook, Internet, and Word Assignments / Test	35%
Excel Assignments / Test	35%
Access Assignments / Test	10%
PowerPoint Assignments / Test	20%

Missed Tests

Students are expected to be present to write all tests. 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.

Assignments will be handed in on-time as per very reasonable deadlines established by the professor. Marks will be posted on LMS. In fairness to those who attend class regularly and hand in assignments on time, late assignments from students with unexcused or poor attendance will not be accepted. Student submitting duplicate work created by someone else will receive an automatic zero for the submission.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
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:

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 may not be granted admission to the room.*

VII. COURSE OUTLINE ADDENDUM:

1. Course Outline Amendments:
The faculty member reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.
2. 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.
3. Prior Learning Assessment:
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Key Dates Calendar for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio. Student Services can provide information regarding the Prior Learning Assessment and Recognition policy or it can be viewed on the student portal.

Substitute course information is available in the Registrar's office.

4. Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. In addition announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more is available. Go to <https://my.saultcollege.ca>.

5. Communication:
The College considers ***Desire2Learn (D2L)*** 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 this Learning Management System (LMS) communication tool.

6. Accessibility Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with the Accessibility Services office. Call Ext. 2703 or email studentsupport@saultcollege.ca so that support services can be arranged for you.

7. Audio and Video Recording Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once the Audio and Video Recording Devices in the Classroom Policy has been reviewed by the student. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.

8. Academic Dishonesty:
Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. Students who engage in academic dishonesty will be issued a sanction under the Student Code of Conduct which could lead to and include expulsion from the course/program. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, students must use a documentation format for referencing source material.

9. Tuition Default:

Students who have defaulted on the payment of tuition) as of the first week of November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.