



## COURSE OUTLINE: BUS140 - BUS.COMPUTER APPLIC.

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

<b>Course Code: Title</b>	BUS140: BUSINESS COMPUTER APPLICATIONS
<b>Program Number: Name</b>	1071: CULINARY SKILLS 2078: CULINARY MANAGEMENT
<b>Department:</b>	BUSINESS/ACCOUNTING PROGRAMS
<b>Semesters/Terms:</b>	18F
<b>Course Description:</b>	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, the creation of information databases and for preparing business presentations. The Microsoft Office Suite of software applications is the most prevalent software used businesses in their operations and is the software that the student will utilize in this course.
<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>	BCO103, OEL1138, OEL1200
<b>This course is a pre-requisite for:</b>	ACC220, BUS232
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>1071 - CULINARY SKILLS</b>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 8 use technology, including contemporary kitchen equipment, for food production and promotion.
<b>Essential Employability Skills (EES) addressed in this course:</b>	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. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 3 Execute mathematical operations accurately.
<b>Course Evaluation:</b>	Passing Grade: 50%,
<b>Books and Required Resources:</b>	Microsoft Office 2010 First Course by Beskeen, Cram, Duffy ISBN: 0538747153  4 GB or larger capacity memory stick



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**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
Use Internet and e-mail to supplement business activities.	<p>Use Outlook to:</p> <ul style="list-style-type: none"> <li>Ã¸â`¬Â¸ Compose, send and receive e-mail demonstrating effective business communication</li> <li>Ã¸â`¬Â¸ Attach files and images</li> <li>Ã¸â`¬Â¸ Create and utilize folders to organize email</li> <li>Ã¸â`¬Â¸ Book and cancel meetings</li> <li>Ã¸â`¬Â¸ Create and implement message rules</li> <li>Ã¸â`¬Â¸ Recall sent messages</li> <li>Ã¸â`¬Â¸ Identify where email is being stored on corporate networks</li> </ul> <p>Use a Web-Browser to:</p> <ul style="list-style-type: none"> <li>Ã¸â`¬Â¸ Identify various search engines available for use</li> <li>Ã¸â`¬Â¸ Apply basic and advanced search techniques</li> <li>Ã¸â`¬Â¸ Modify web-browser security for safe searching</li> <li>Ã¸â`¬Â¸ Identify cookies, their locations and their purposes</li> <li>Ã¸â`¬Â¸ Customize web-browsers to fit your computer needs</li> <li>Ã¸â`¬Â¸ Contrast a secure vs. a non-secure connection</li> <li>Ã¸â`¬Â¸ Identify the role of plug-ins and certificates</li> </ul>
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
Create professional business documents using a word processor.	<ul style="list-style-type: none"> <li>Ã¸â`¬Â¸ Identify file types and extensions of various word processing documents</li> <li>Ã¸â`¬Â¸ Create new blank documents</li> <li>Ã¸â`¬Â¸ Work with templates to create documents</li> <li>Ã¸â`¬Â¸ Format characters using bold, italic and underlining</li> <li>Ã¸â`¬Â¸ Apply paragraph spacing</li> <li>Ã¸â`¬Â¸ Create headers and footers</li> <li>Ã¸â`¬Â¸ Insert images and text</li> <li>Ã¸â`¬Â¸ Cut-copy-paste material into and out of documents</li> <li>Ã¸â`¬Â¸ Work with page, column and continuous breaks</li> <li>Ã¸â`¬Â¸ Adjust both vertical and horizontal margins</li> <li>Ã¸â`¬Â¸ Create columns and tables</li> <li>Ã¸â`¬Â¸ Apply designs and themes</li> <li>Ã¸â`¬Â¸ Work with spell check</li> <li>Ã¸â`¬Â¸ Use word alternative choices (thesaurus)</li> <li>Ã¸â`¬Â¸ Apply indenting and bullets</li> <li>Ã¸â`¬Â¸ Create left, centre and right tabs</li> <li>Ã¸â`¬Â¸ Apply tab leaders</li> <li>Ã¸â`¬Â¸ Add hyperlinks</li> </ul>
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
Use computerized spreadsheets to prepare necessary business information.	<ul style="list-style-type: none"> <li>Ã¸â`¬Â¸ Identify file types and extensions of various spreadsheet types</li> <li>Ã¸â`¬Â¸ Create spreadsheets of various types relating to business activities</li> <li>Ã¸â`¬Â¸ Work with templates to create spreadsheets</li> <li>Ã¸â`¬Â¸ Format characters using bold, italic and underlining</li> <li>Ã¸â`¬Â¸ Apply row and column spacing</li> <li>Ã¸â`¬Â¸ Hide and show columns</li> <li>Ã¸â`¬Â¸ Create headers and footers</li> <li>Ã¸â`¬Â¸ Insert images and text</li> <li>Ã¸â`¬Â¸ Cut-copy-paste material into and out of documents</li> </ul>



	<ul style="list-style-type: none"> <li>Adjust both vertical and horizontal margins</li> <li>Use various built-in spreadsheet functions</li> <li>Create formulas using several difference methods</li> <li>Spell check spreadsheets</li> <li>Sort data</li> <li>Create and modify charts of various types</li> <li>Add sheets to an existing workbook</li> <li>Rename sheets as necessary</li> <li>Link worksheets within the workbook</li> <li>Contrast portrait vs. landscape printing</li> </ul>
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
Utilize database software.	<ul style="list-style-type: none"> <li>Contrast the various types of database programs available</li> <li>Contrast tables vs. databases</li> <li>Create fields to form a table</li> <li>Link tables via relationships</li> <li>Apply filters to fields entries</li> <li>Create forms to accept data to tables</li> <li>Generate reports to display data</li> <li>Create queries to specifically extract certain data</li> <li>Use queries to create custom reports</li> </ul>
<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
Use presentation software for effective communications.	<ul style="list-style-type: none"> <li>Identify file types and extensions of various presentation documents</li> <li>Create new presentations from scratch</li> <li>Work with templates to create pre-defined presentations</li> <li>Format presentations using skills already learned in the word processing section of the course</li> <li>Insert text, images and multi-media into presentations</li> <li>Cut-copy-paste material into and out of slides duplicate slides</li> <li>Insert slides from existing presentations into new presentations</li> <li>Spell check presentations</li> <li>Apply indenting and bullets</li> <li>Apply designs and themes</li> <li>Rehearse time a presentation</li> <li>Apply animation, transition and sound to slides</li> </ul>

**Evaluation Process and Grading System:**

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Access Assignments and Tests	10%	
Excel Assignments and Tests	35%	
Outlook, Internet, and Word Assignments and Test	35%	
PowerPoint Assignments and Tests	20%	

**Date:**

June 25, 2018



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

