SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: Business Development – Advanced

CODE NO. : BUS138 **SEMESTER:** Two

PROGRAM: Culinary Skills – Chef Training Program
Cook - Advanced

AUTHOR: Willem de Bruyne

DATE: Jan. 2008 **PREVIOUS OUTLINE DATED:** Jan. 2007

APPROVED:

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DEAN **DATE**

TOTAL CREDITS: 2

PREREQUISITE(S): BUS128

HOURS/WEEK: Two hours per week

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For additional information, please contact Penny Perrier, Chair
School of Continuing Education, Business & Hospitality
(705) 759-2554, Ext. 2754

I. COURSE DESCRIPTION:

This course continues the development of computer skills from the BUS128 course. Students will develop skills using Microsoft's Excel spreadsheet software, Microsoft's PowerPoint presentation software and, finally Microsoft's Access database software.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1 **Prepare a spreadsheet**.
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Potential Elements of the Performance

- Start Excel and identify features in the interface.
- Enter labels and values
- Use the fill handle to enter a series
- Enter formulas
- Create a formula using AutoSum
- Copy a relative formula
- Apply currency formatting
- Align labels
- Use Help feature
- Change page orientation
- Preview and print a worksheet
- Save a worksheet

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2 **Creating a Presentation using Microsoft PowerPoint**
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Potential Elements of the Performance

- Open and view an existing PowerPoint presentation
- Switch views and navigate a presentation
- View a presentation in Slide Show view
- Create a presentation using the Autocontent Wizard
- Add move and delete slides
- Promote and demote text in the Outline tab
- Create speaker notes for slides
- Check the spelling and style

- Preview and print slides
- Print outlines, handouts, and speaker notes
- create a presentation from a template
- Apply a new template
- Insert, resize and recolor a clip art image
- Insert a bitmap image on a slide
- Reposition textboxes
- Create and modify a table
- Create a summary slide

3. **Creating a Database using Microsoft Access**

Potential Elements of the Performance

- Define the terms field, record, table, relational database, primary key and foreign key
- Open and existing database
- Identify the components of the Access and Database windows
- Navigate a table
- Save a database
- Create and navigate a form
- Open a query, create a new query
- Create a new data base
- Define fields
- Add records to a table

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- Instructor Notes
- Microsoft Access 2003, Course Technology, J. Adamski & K. Finnegan ISBN: 1-4188-3907-8
- Microsoft PowerPoint 2003, Course Technology, B. Zimmerman & S. Zimmerman ISBN: 1-4188-3912-4

V. EVALUATION PROCESS/GRADING SYSTEM:

Assignments	40%
Tests	50%
Attend. & Part	10%
Total	100%

The following semester grades will be assigned to students in other than postsecondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
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 instructor and/or the Special Needs office. Visit Room E1204 or call Extension 2703 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.

Plagiarism:
Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. 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.