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: Cook – Advanced
Culinary Skills
Culinary Management

AUTHOR: Willem de Bruyne

DATE: Jan. 2009   **PREVIOUS OUTLINE DATED:** Jan. 2008

APPROVED: "Penny Perrier"

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                             CHAIR   **DATE**

TOTAL CREDITS: 2

PREREQUISITE(S): BUS128

HOURS/WEEK: Two hours per week

I.   COURSE DESCRIPTION:

This course continues the development of computer skills from the BUS128 course. This course prepares students to work with Microsoft Office 2007 in a career setting or for personal use. Using courseware that incorporates an accelerated, step-by-step, project-based approach, students develop an introductory-level competency in Access and PowerPoint 2007. Students also develop an understanding of key ethical issues they will face in the context of using information technology.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. **Using Access**.

   Potential Elements of the Performance

   - Define *field*, *record*, *table*, *datasheet*, and *database*
   - Start and exit Access
   - Identify features in the Access window
   - Open and close a database
   - Open and close tables
   - Open and close forms
   - Adjust column widths
   - Navigate in Datasheet view
   - Find and edit records
   - Add records
   - Delete records
   - Create a table by adding records
   - Change field names
   - Insert and modify fields in Design view
   - Create a table using Design view
   - Set the primary key for a table
   - Limit the number of characters allowed in a field
   - Enter a default value in a field
   - Verify data entry using a validation rule
   - Restrict data entered into a filed using an input mask
   - Set the format for displaying data
   - Create a select query using the Simple Query Wizard
   - Create a select query in Design view
   - Add multiple tables to a query
   - Sort the query results

- Add criteria statements to a query
- Prevent columns in the query design grid from displaying in the query results datasheet
- Perform calculations in a query

2. **Creating a Presentation using Microsoft PowerPoint**

Potential Elements of the Performance

- Complete the presentation cycle
- Choose a design theme
- Add a new slide to a presentation
- Navigate in a presentation
- Insert a slide in a presentation
- Change the presentation view
- Change the slide layout
- Use the Help feature
- Check spelling in a presentation
- Use Thesaurus to display synonyms for words
- Run a presentation and use the pen and highlighter during a presentation
- Add transition and sound to a presentation
- Print and preview a presentation
- Open a presentation and save it with a new theme
- Rearrange, delete, and hide slides
- Increase and decrease the indent of text
- Select, cut, copy, and paste text
- Apply font and font effects
- Find and replace fonts
- Insert, size, and move images
- Insert and format clip art images
- Insert and format a SmartArt organizational chart
- Insert and format a SmartArt diagram
- Apply animation to an object

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Marquee Series Microsoft Office 2007 with Windows XP and Internet Explorer 7.0, by Rutkosky/Seguin/Rutkosky, © Paradigm Publishing Inc.
Student Resources CD (provided with textbook)
Internet Resource Center, www.emcp.net/Marquee07XP

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 493 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.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *<choose November, March, or June>* will be removed from placement and clinical activities. 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.

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.