

I. COURSE DESCRIPTION:

This course continues the development of computer skills. Students will learn more features of word processing and power point presentations as well as basic spread sheet manipulation.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Prepare a presentation using presentation software with a focus on the culinary industry.Potential Elements of the Performance

- Create, edit and print a presentation.
- Use drawing tools, clip art.
- Use templates
- Create and present a slide show.

2. Develop a personal portfolio.Potential Elements of the Performance

- List and describe achievements (work, recreation and education).
- Describe career goals and aspirations.

3. Develop a spread sheet for costingPotential Elements of the Performance

- Creating and editing a Worksheet
- Moving around a work sheet
- Entering Data
- Adjusting Columns
- Editing Data
- Copying Formulas

3. Prepare and present an oral presentation (culinary focus)Potential Elements of the Performance

- Identify and select a culinary philosophy.
- Develop a menu.
- Present the menu with a focus on “selling” the menu.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- Instructor Notes

V. EVALUATION PROCESS/GRADING SYSTEM:

Application Exercise #1 (Outcome #1)	23%
Application Exercise #2 (Outcome #2)	23%
Application Exercise #3 (Outcome #3)	23%
Application Exercise #4 (Outcome #4)	23%
Participation	8%
Total	100%

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

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
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W	Student has withdrawn from the course without academic penalty.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.

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.