SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE: Business Computer Applications

CODE NO. :   **BUS140**   **SEMESTER:**   1

PROGRAM: Business / Accounting, Business Management, Culinary

AUTHOR: Dan Kachur

DATE: 01/06/12   **PREVIOUS OUTLINE DATED:**   01/06/11

APPROVED: June/12

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                        CHAIR   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S):   None

HOURS/WEEK: 16 weeks – 3 hours per week

Business Computer Applications   BUS140

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
      - 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 difference 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 e-mail
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: memory stick

V. EVALUATION PROCESS/GRADING SYSTEM:

Outlook, Internet Explorer, and Word Test	35%
Excel Test/Assignments	35%
Access Test/Assignments	10%
PowerPoint	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 deadlines established by the professor. Marks will be posted on LMS.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
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:

The provisions contained in the addendum located on the portal form part of this course outline.