



School of Business and Creative Design

Office Administration Department

Course Outline – Winter 2014

Course Code: BUS 1234

Course Title: Computer Applications for Business

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2013

Approved By: Yvonne Clarke, Associate Dean

Prerequisite: None

Corequisite: None

*Prerequisite
for:* BUS 1043

1. Course Description

Computer Applications for Business is a course delivered in a hybrid format using traditional hands-on methods as well as online skills assessment tools designed to introduce students to word processing, spreadsheet, presentation and desktop publishing tools that provides methods and procedures suitable for coursework, professional purposes and personal use. Students explore a variety of functions available using Microsoft Office Word and PowerPoint 2010 to create and format a variety of business documents, format text and paragraphs, work with graphics, create and format tables, create and modify presentations, insert objects and finish a presentation as well as utilize a variety of essential Windows components such as, file and folder management with Windows 7.0. Students also explore a variety of functions available using Microsoft Office Excel 2010 to create and format workbooks, generate formulas, functions, charts, as well as be introduced to tables, pivot tables and advanced functions. Basic desktop publishing skills using Microsoft Publisher 2010 to create a flyer and brochure is also included.

2. General Education and Essential Employability Skills

This course provides the following provincial Essential Employability Skills:

- #1: Communication
- #2: Numeracy
- #3: Critical Thinking and Problem Solving
- #4: Information Management
- #6: Personal

Is this course approved as a General Education course?

No **Yes**

Students should refer to their program's restricted General Education courses for final determination.

3. Learning Outcomes

Upon successful completion of this course, the learner will be able to:

1. Apply basic windows concepts including file and folder management using Windows 7.0 and work within the Lambton College structure.
2. Apply introductory and intermediate word processing functions to generate and modify a wide variety of professional business documents.
3. Apply fundamental presentation tool functions to produce professional business presentations.
4. Apply introductory desktop publishing tool functions to create professional-looking flyers and brochures.
5. Apply introductory through advanced spreadsheet functions to accurately create and modify business correspondence, reports and charts.
6. Define software-specific terminology and apply navigation techniques incorporating

keyboard shortcuts as required.

7. Demonstrate effective time management skills in order to complete work in a professional manner within an allotted timeframe.
8. Revise, format, and proofread documents for correct data usage and good design.

4. Course Objectives

*Learning Outcome
Reference Number*

WINDOWS 7.0

Tutorial A *Windows 7 Operating System and Lambton College Structure*

- A. Demonstrate the ability to work with windows, access on-line help, and apply basic principles when getting started with Windows. [1, 6, 7, 8]
- B. Demonstrate the ability to manage files, folders, including basic principles such as creating, moving/copying, expanding a folder and viewing contents of a folder using the Computer Folder window. [1, 6, 7, 8]
- C. Log on to the computer and/or the virtual environment; log on to the Learning Management system (LION or D2L). [1]

WORD 2010

Tutorial 1 *Word Processing tool: Create a Document; Write a business letter and format a flyer*

- 1.1 Create a block style business letter and an envelope. [2, 7, 8]
- 1.2 Enter text, use autocomplete, autocorrect and proofread. [2, 7, 8]
- 1.3 Adjust line, paragraph spacing and margins. [2, 7, 8]
- 1.4 Preview, change page orientation and print a document. [2, 7, 8]
- 1.5 Change font, font size, apply text effects, font colours and font styles. [2, 7, 8]
- 1.6 Align text, add a paragraph border, shading and manipulate a photo. [2, 7, 8]
- 1.7 Apply knowledge of key Word terms used throughout the tutorial. [6]

Tutorial 2 *Word Processing tool: Edit and Format a Document; Edit an Academic Document According to MLA style*

- 2.1 Create bulleted and numbered lists. [2, 7, 8]
- 2.2 Use cut, copy, find and replace text. [2, 7, 8]
- 2.3 Incorporate styles and themes. [2, 7, 8]
- 2.4 Review MLA style, create citations, modify an existing source and generate a bibliography. [2, 7, 8]

2.5	Generate an MLA Works Cited List	[2, 7, 8]
2.6	Apply knowledge of key Word terms used throughout the tutorial.	[6]
Tutorial 3	<i>Word Processing tool: Create a Multiple-Page Report; Write a recommendation</i>	
3.1	Create, manipulate tables, insert data, sort rows of information.	[2, 7, 8]
3.2	Format tables with styles.	[2, 7, 8]
3.3	Implement left, right, centre, decimal tab stops and dot leaders.	[2, 7, 8]
3.4	Create footnotes and endnotes.	[2, 7, 8]
3.5	Format documents into sections, add headers and footers.	[2, 7, 8]
3.6	Develop a cover page.	[2, 7, 8]
3.7	Apply knowledge of key Word terms used throughout the tutorial.	[6]
Tutorial 4	<i>Word Processing tool: Desktop Publishing and Mail Merge; Create a newsletter and cover letter</i>	
4.1	Format text using columns, balance information and add a border.	[2, 7, 8]
4.2	Insert symbols, special characters and add a Drop Cap.	[2, 7, 8]
4.3	Implement WordArt to create a headline and manipulate.	[2, 7, 8]
4.4	Insert and manipulate clip art, graphics and photos.	[2, 7, 8]
4.5	Perform a simple mail merge; select a data source, insert merge fields and preview a merged document.	[2, 7, 8]
4.6	Demonstrate the mail merge function.	[2, 7, 8]
4.7	Apply knowledge of key Word terms used throughout the tutorial.	[6]
POWERPOINT 2010		
Tutorial 1	<i>Presentation Tool: Creating a presentation; present information about a recreational timeshare company</i>	
1.1	Create a new presentation, add and rearrange slides, add a layout and work with text and bulleted lists.	[3, 7, 8]
1.2	Add animation, transitions, speaker notes, footers, slide numbers and the date.	[3, 7, 8]
1.3	Apply knowledge of key PowerPoint terms used throughout the tutorial.	[6]
Tutorial 2	<i>Presentation Tool: Adding and modifying text and Graphic objects; prepare a presentation about a travel company</i>	
2.1	Add graphics, insert clipart, resize and reposition graphics.	[3, 7, 8]
2.2	Adjust colours, modify border colours, effects and shapes; apply a style.	[3, 7, 8]
2.3	Draw, format and add text to a shape. Insert and format text	[3, 7, 8]

- boxes; flip and rotate objects.
- 2.4 Modify all aspects of the slide master including placeholders and font styles. [3, 7, 8]
- 2.5 Create, modify SmartArt diagrams. [3, 7, 8]
- 2.6 Animate objects, graphics; change sequence of animation, customize direction, insert headers and footers on handouts and notes pages. [3, 7, 8]
- 2.7 Apply knowledge of key PowerPoint terms used throughout the tutorial. [6]

PUBLISHER 2010

Tutorial 1 *Desktop Publishing tool: Publishing a Flyer and Trifold Brochure; create a spring break brochure*

- 1.1 Select a brochure option, search for a template. [4, 7, 8]
- 1.2 Copy, paste text and utilize options; type paragraphs of text. [4, 7, 8]
- 1.3 Format characters using italics, bold, stylistic sets and alternates; create a drop cap, ligatures and font effects. [4, 7, 8]
- 1.4 Add and modify clip art, graphics, captions; use the caption gallery. [4, 7, 8]
- 1.5 Use proofing tools such as spell, grammar and design checker. [4, 7, 8]
- 1.6 Demonstrate knowledge of preview, print and paper considerations. [4, 7, 8]
- 1.7 Apply knowledge of key Publisher terms used throughout the tutorial. [6]

EXCEL 2010

Tutorial 1 *Spreadsheet tool: Getting started with Excel; create an order report*

- 1.1 Identify key components of the Excel window. [5, 7, 8]
- 1.2 Key and edit text, numbers and dates into a workbook. [5, 7, 8]
- 1.3 Demonstrate the ability to resize, insert, remove columns and rows; to scroll and navigate between worksheets. [5, 7, 8]
- 1.4 Perform basic calculations on data using a fundamental function such as Sum, apply arithmetic operators and identify functions available using the AutoSum feature. [5, 7, 8]
- 1.5 Apply print and preview techniques to a workbook utilizing portrait and landscape; print worksheet formulas. [5, 7, 8]
- 1.6 Perform essential editing functions such as select and move cell ranges, insert, delete, move and rename worksheets. [5, 7, 8]
- 1.7 Demonstrate knowledge of essential editing tools such as find and replace, undo, redo and spelling/grammar. [5, 7, 8]

1.8	Apply knowledge of key Excel terms used throughout the tutorial.	[6]
Tutorial 2	<i>Spreadsheet tool: Formatting a workbook; design a financial report</i>	
2.1	Identify methods to prepare well-formatted and professional workbooks.	[5, 7, 8]
2.2	Demonstrate the ability to create visually appealing and informative workbooks using a variety of formatting tools such as fonts, colours and background image.	[5, 7, 8]
2.3	Apply and edit built-in themes, cell and table styles to a workbook.	[5, 7, 8]
2.4	Apply conditional formatting techniques such as data bars and highlighting rules to format a workbook to better interpret, analyze and understand the data.	[5, 7, 8]
2.5	Create formulas to add, subtract, and divide values.	[5, 7, 8]
2.6	Apply supplementary formatting features to demonstrate setting page breaks, page titles, setting print areas, adjusting margins, using Format Painter and inserting headers and footers.	[5, 7, 8]
2.7	Apply knowledge of key Excel terms used throughout the tutorial.	[6]
Tutorial 3	<i>Spreadsheet tool: Working formulas and functions; develop a family budget</i>	
3.1.	Use and understand relative, absolute and mixed cell references when copying formulas.	[5, 7, 8]
3.2.	Construct effective formulas to demonstrate when to use relative, absolute and mixed cell references.	[5, 7, 8]
3.3.	Explain syntax and categories of Excel functions.	[5, 7, 8]
3.4.	Construct effective formulas to calculate average, minimum, maximum and count values in a variety of worksheets.	[5, 7, 8]
3.5.	Demonstrate the ability to use AutoFill to copy formulas and formatting to extend a series of numbers, text or dates.	[5, 7, 8]
3.6.	Explain logical functions and provide examples of when to use them.	[5, 7, 8]
3.7.	Apply logical functions such as "IF" to return different values based on conditions in a worksheet as well as enter a date function.	[5, 7, 8]
3.8.	Apply the TODAY function to insert the date.	[5, 7, 8]
3.9.	Explain financial functions for loans and investments.	[5, 7, 8]
3.10.	Construct a PMT (payment required each period on a loan or investment) function to calculate monthly payments to repay a loan within a set interval of time.	[5, 7, 8]
3.11.	Apply knowledge of key Excel terms used throughout the tutorial.	[6]

Tutorial 4	<i>Spreadsheet tool:</i> Enhancing a Workbook with Charts and Graphs; Chart financial data	
4.1.	Explain categories of Excel chart types, the different parts of a chart and the relationship between charts and data sources.	[5, 7, 8]
4.2.	Explain when data is best depicted in a chart as opposed to a table.	[5, 7, 8]
4.3.	Construct a variety of chart types such as pie, column, line and a combination of both line and column.	[5, 7, 8]
4.4.	Apply formatting techniques to edit chart elements, such as the legend, title, axes, gridlines.	[5, 7, 8]
4.5.	Demonstrate knowledge of tick marks and scale values.	[5, 7, 8]
4.6.	Construct and format sparklines and databars.	[5, 7, 8]
4.7.	Apply knowledge of key Excel terms used throughout the tutorial.	[6]
Tutorial 5	<i>Spreadsheet tool:</i> Working with Excel tables, pivot tables and pivot charts; track museum art objects	
5.1.	Explain common uses of a worksheet and the importance of planning and structure to determine how the data will be used.	[5, 7, 8]
5.2.	Demonstrate the ability to freeze columns and rows to scroll through data.	[5, 7, 8]
5.3.	Explain the purpose of an Excel table and its role with other data.	[5, 7, 8]
5.4.	Plan and create an Excel table.	[5, 7, 8]
5.5.	Demonstrate editing techniques such as renaming, adding, deleting and sorting data in a table.	[5, 7, 8]
5.6.	Demonstrate the ability to apply a filter to display only data that meets certain criteria in a table.	[5, 7, 8]
5.7.	Demonstrate the ability to apply a total row to display detailed rows with summary results from a filtered table.	[5, 7, 8]
5.8.	Create, modify, filter and sort a PivotTable.	[5, 7, 8]
5.9.	Apply knowledge of key Excel terms used throughout the tutorial.	[6]
Tutorial 7	<i>Spreadsheet tool:</i> Using Advanced Functions; calculate employee benefits	
7.1.	Construct effective formulas to use the IF, AND, OR functions, as well as nesting the IF function.	[5, 7, 8]
7.2.	Create formulas to summarize data using the COUNTIF, SUMIF, and AVERAGEIF functions.	[5, 7, 8]
7.3.	Use LookUp tables and functions.	[5, 7, 8]
7.4.	Apply knowledge of key Excel terms used throughout the tutorial.	[6]

5. Resources and Supplies

a. Required

Textbook: Shaffer/Carey/Parsons/Oja/Finnegan
Bundle: New Perspectives on Microsoft® Office 2010, First Course + SAM 2010 Assessment, Training, and Projects v2.0 Printed Access Card, 1st Edition

OR

Ebook: Shaffer/Carey/Parsons/Oja/Finnegan
SAM 2010 Assessment, Training and Projects with MindTap Reader for New Perspectives on Microsoft Office 2010, First Course Printed Access Card, 1st Edition

AND

Courseware: Advanced Excel and Publisher tutorials: New Perspectives on Microsoft Office 2010, Second Course and Shelly Cashman Series on Microsoft Publisher 2010
USB Storage Device

b. Supplemental

Web resources:

<http://office.microsoft.com/en-ca/support/getting-started-with-microsoft-office-2010-FX100996114.aspx>

App: Full Course for Microsoft Office in HD; Free video training (Lite version only)

App: Easy Keyboard Shortcuts MS Office, Free

6. Methodology

This is a **HYBRID** course with two weekly components:

1. **Class Lab:** Students are expected to attend class on campus twice per week for 1, 50 minute period and 2 combined, 50-minute periods as noted on student timetable, according to their assigned section. The mandatory class lab is for face-to-face interaction, lectures and for testing, as well as in-class assignments as noted on the course schedule. Attendance is required.
2. **Online Activities:** The remaining one 50-minute period is not scheduled; however, students have the option to visit Open Lab, from 12:30 to 3:30pm on Tuesdays and Wednesdays in Lab D107 for students to complete SAM assignments and receive general assistance from either the ITS Administrator or the ITS Lab Technician.

Students are expected to visit the course websites, LION or D2L, (depending on your program) and (SAM) at least five times per week depending on assignment load. On LION or D2L, students will find, faculty contact information, Open Lab hours, a course schedule noting due dates for in-class textbook tutorial assignments, SAM assignments, capstone projects, tests, training, course outline, PowerPoint presentations providing weekly overview, supplementary PowerPoint presentations that breaks down every chapter into manageable parts to be used to expand on topics covered in-class and those extras not covered in the course curriculum. These extra resources are available for students for future assignments in future courses. On SAM; students will find tests (password protected), assignments and capstone projects all of which are required to be completed

using SAM. Online activities are planned for and will occur (at either a fixed time; scheduled by the professor, or at the option of the student), whereby paying careful attention to dates and submission deadlines provided by the professor are essential.

In this hybrid format, 2/3 of the time is lecture and lab hours scheduled in the computer lab, whereby the other 1/3 is spent working with the professor's online materials and assigned textbook in order to complete all assignments. Some additional LION or D2L features such as Dropbox as well as word processing, spreadsheet and email functions, including attachments may be used. Additional time may be necessary in order to complete the course materials.

7. Student Evaluation

A grade of D is the passing grade for this course. Some programs, however, may require a higher grade in order to progress through and graduate from the program. Students should check the program requirements for their particular program. For further clarification, the student may consult with the Program Coordinator or Associate Dean.

The following elements will determine the student's final grade:

Online/Hybrid portion:	
Elements:	
Windows 7	
SAM On-line Training	3%
Assignment (1)	1%
Word 2010	
Test	15%
SAM On-line Training	3%
Assignments (2) equally weighted	2%
Capstone Project (1) In-class only	5%
PowerPoint 2010	
Test	10%
SAM On-line Training	3%
Assignments (2) equally weighted	2%
Capstone Project (1) In-class only	5%
Excel 2010	
Test	20%
SAM On-line Training	3%
Assignments (3) equally weighted	3%
Capstone Project (1) In-class only	5%
Conventional portion:	
Elements:	
Word, PPT, Excel and Publisher 2010	
*Tutorial files (textbook-in-class only)	
*13 total: equally weighted 4 (Word), 2 (PPT), 6 (Excel), 1 (Publisher)	15%
Publisher 2010	
Capstone Project (1) In-class only	5%
Total	100%

NOTE: Tests are scheduled during Class Meeting times and may include offline components. All tests and capstone projects must be completed using the desktops provided in the D107 computer lab and not personal laptops.

Refer to the BUS 1234 Schedule handout available on LION or D2L.

It is considered a vital part of the learning process that deadlines are met and evaluations are completed. Adequate notice will be given by the Professor for evaluations and if a student is not present the mark will be recorded as zero. The Professor may make an exception and allow the evaluation to be submitted at a time other than the scheduled time provided that:

1. 24 hours notice is given by the student to the Professor via e-mail or telephone call.
2. Acceptable documentation of the extenuating circumstances is provided on request.
3. The Professor has agreed in advance that the student will not be present at the scheduled time.

All **major components** of the course as described in the course outline must be completed in order to obtain a final grade. If extenuating circumstances allow for a major component to be handed in late, 10% per day will be deducted for each day it is late. The following are considered **major components**:

- * Tests (3) (SAM)
- * SAM Assignments (8) (SAM)
- * Capstone Projects (4) (SAM and 1 conventional)

Testing Policy (Lambton College)

During testing time, no applications or documents should be opened except for what is directly required for the test. Failure to comply with these restrictions will result in a cheating offence being filed against the student. No electronic devices of any sort will be permitted unless previously discussed or approved by the professor. This includes, iPods, iPhones, BlackBerrys, PDAs, cell phones, email, messaging, Facebook etc. Games or instant messaging is prohibited on any college computer.

The round off mathematical principle will be used. Percentages are converted to letter grades and grade points as follows:

Mark (%)	Grade	Grade Point	Mark	Grade	Grade Point
94-100	A+	4.0	67-69	C+	2.3
87-93	A	3.7	63-66	C	2.0
80-86	A-	3.5	60-62	C-	1.7
77-79	B+	3.2	50-59	D	1.0
73-76	B	3.0	0-49	F	0.0
70-72	B-	2.7			

8. Academic Integrity

Lambton College is committed to high ethical standards in all academic activities within the College, including research, reporting and learning assessment (e.g. tests, lab reports, essays).

The cornerstone of academic integrity and professional reputation is principled conduct. All scholastic and academic activity must be free of all forms of academic dishonesty, including copying, plagiarism and cheating.

Lambton College will not tolerate any academic dishonesty, a position reflected in Lambton College policy. Students should make themselves familiar with the [Students Rights and Responsibilities Policy](#), located on the MyLambton website for details concerning academic dishonesty and the penalties for dishonesty and unethical conduct.

Questions regarding this policy, or requests for additional clarification, should be directed to the [Lambton College Centre for Academic Integrity](#)

9. Related Items

Students with Disabilities

If you are a student with a disability please identify your needs to the professor and/or the Accessibility Centre so that support services can be arranged for you. You can do this by making an appointment at the SSD, Room L103 ext.3427 or by arranging a personal interview with the professor to discuss your needs.

Student Rights and Responsibility Policy

Acceptable behaviour in class is established by the instructor and is expected by all students. Any form of harassment or violence will not be tolerated. Action will be taken as outlined in Lambton College policy.

Cheating and plagiarism are serious academic offences subject to disciplinary action. It is the student's responsibility to be aware of the cheating policy as described in the Lambton College Student Rights and Responsibilities policy. For further information on all of these policies, links may be found on the Lambton College website.

Prior Learning Assessment Statement

This course is eligible for Prior Learning Assessment

Yes **No**

If yes has been selected, you may choose to contact the Counselling Department for advice on Prior Learning Assessment.

Date of Withdrawal without Academic Penalty

Please consult the Academic Regulations and Registrar's published dates.

Waiver of Responsibility

Every attempt has been made to ensure the accuracy of this information as of the date of publication. The content may be modified, without notice, as deemed appropriate by the

College.

Note: It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.