School of Business and Creative Design

Office Administration Department

Course Outline – Fall 2013

Course Code: ITS 1043   **Course Title:** Business Technology 1

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Prerequisite: None

Corequisite: None

Prerequisite for: None

1. **Course Description**

Business Technology 1 is primarily an introductory word processing and presentation tools course delivered in a hybrid format designed to acquaint students with the proper procedures to create documents and presentations suitable for coursework, professional purposes, and personal use. Students will explore a variety of tools available using Microsoft Office Word and PowerPoint 2010 to learn how 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 utilizing a variety of essential Windows components such as, file and folder management with Windows 7.0. This course also includes email and introductory research. A variety of in-class and online training, exercises/assignments, tests and a presentation project will be used to reinforce and evaluate the student's comprehension of the curriculum.

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 student will be able to:

    1. Prepare, edit and reply to messages using Outlook Live as the email software program.
    2. Apply basic Windows concepts including file and folder management using Windows 7.0 and research concepts using Internet Explorer.
    3. Apply introductory word processing features such as character, paragraph and page formatting using word processing software.
    4. Define word processing terminology, elements, and apply navigation techniques incorporating basic keyboard shortcuts.
    5. Revise and format typed documents for correct aesthetic practice.

Learning Outcomes (Cont'd)

6. Apply introductory and some intermediate presentation features such as entering slide text, applying design themes, inserting and modifying shapes, clip art, inserting a chart, adding slide show transitions, animation effects and inserting a table.

7. Define presentation terminology, elements, and apply navigation techniques incorporating basic keyboard shortcuts.

8. Revise, proofread and format presentations for correct data usage and aesthetics.

9. Demonstrate effective time management skills in order to complete assignments in a professional manner within an allotted time.

4. Learning Objectives

Learning Outcome
Reference Number

Email, Internet and Windows Operating System

1.1. Demonstrate the ability to navigate, retrieve and compose email messages. [1]

1.2. Demonstrate the ability to access the Internet, navigate the world Wide Web and use essential search tools and engines. [2]

1.3. Demonstrate the ability to work with windows, access on-line help, and apply basic principles when getting started with Windows. [2]

1.4. Demonstrate the ability to manage files and folders, including basic principles such as creating, moving/copying, expanding a folder and viewing contents of a folder using the Computer Folder Window. [2]

Office 2010-Getting Started
Unit A

1.1. Identify key components of the Office 2010 Suite and user interface. [4,7]

1.2. Demonstrate fundamental records management practices. [4,7]

1.3. Demonstrate the ability to view, print, close, exit from a file and create a screen capture. [4,7]

1.4. Demonstrate the ability to access online help. [4,7]

Word Processing
Unit A

1.1. Identify key components of the Word program window. [3,4,5,9]

1.2. Key and edit text in a document. [3,4,5,9]

1.3. Demonstrate fundamental records management practices. [3,4,5,9]

1.4. Demonstrate the ability to select text as well as format text using the minitoolbar. [3,4,5,9]

1.5. Demonstrate the ability to access, save and open a revised document. [3,4,5,9]

Word Processing (Cont'd)

Unit B

1.1. Perform a variety of move and copy techniques using the Office Clipboard, cut and paste, dragging as well as straight copy and paste.   [3,4,5,9]

1.2. Employ the Find and Replace commands using the find, replace text, special characters and formatting features for documents that are often changed or reviewed.   [3,4,5,9]

1.3. Use Autocomplete, autocorrect, and spelling and grammar to create professional looking documents.   [3,4,5,9]

1.4. Use the Thesaurus and Research task pane to look up words, phrases in a dictionary or encyclopedia as well as synonyms and antonyms.   [3,4,5,9]

1.5. Identify methods to manipulate a document using undo, redo and repeat.   [3,4,5,9]

Unit C

1.1. Apply basic character formatting through the use of fonts, colours, using the font dialog box.   [3,4,5,9]

1.2. Perform copy formats using the Format Painter.   [3,4,5,9]

1.3. Demonstrate the ability to format paragraphs through the use of paragraph alignment and line and paragraph spacing.   [3,4,5,9]

1.4. Demonstrate the ability to format paragraphs by applying and setting left, right, centered, right-aligned, decimal, bar and leader tabs.   [3,4,5,9]

1.5. Apply indents to format text and paragraphs.   [3,4,5,9]

1.6. Create bulleted, numbered lists and special characters to create visual interest to a document.   [3,4,5,9]

1.7. Apply borders and shading paragraph formats.   [3,4,5,9]

1.8. Demonstrate the ability to add and manipulate clip art.   [3,4,5,9]

Unit D

1.1. Demonstrate the ability to format margins, size and orientation of a document and insert page breaks.   [3,4,5,9]

1.2. Apply column formatting and pagination to a document.   [3,4,5,9]

1.3. Demonstrate the ability to add and manipulate headers and footers.   [3,4,5,9]

1.4. Demonstrate the ability to insert page numbers.   [3,4,5,9]

Word Processing (Cont'd)

Unit E

1.1.	Demonstrate the ability to insert, delete, and modify table data, rows and columns	[3,4,5,9]
1.2.	Apply sorting techniques to data within a table.	[3,4,5,9]
1.3.	Demonstrate the ability to format and change the structure of a table through splitting and merging cells and applying a table style.	[3,4,5,9]

Presentations

Unit A

1.1.	Identify key components of the PowerPoint window.	[6,7,8,9]
1.2.	Key and edit slide text in a presentation and add new slides.	[6,7,8,9]
1.3.	Recognize planning guidelines to prepare an effective presentation.	[6,7,8,9]
1.4.	Apply a design theme to a presentation.	[6,7,8,9]
1.5.	Apply print and compare presentation views to a presentation.	[6,7,8,9]

Unit B

1.1.	Construct presentation by entering text using the Outline tab, format text and convert text to SmartArt.	[6,7,8,9]
1.2.	Demonstrate the ability to modify, edit and duplicate shapes, align and group objects.	[6,7,8,9]
1.3.	Perform essential editing functions such as headers/footers and spell check.	[6,7,8,9]

Unit C

1.1.	Demonstrate the ability to insert text from Microsoft Word.	[6,7,8,9]
1.2.	Demonstrate the ability to create visually appealing and informative presentations using a variety of formatting tools such as clipart, styling pictures, inserting a text box, a chart as well as chart data.	[6,7,8,9]
1.3.	Apply supplementary formatting features to demonstrate Changing attributes such as inserting tables and adding/editing WordArt.	[6,7,8,9]

Unit D *Presentations (Cont'd)*

1.1.	Explain how each presentation has a set of masters.	[6,7,8,9]
1.2.	Apply and edit background styles in a presentation.	[6,7,8,9]
1.3.	Demonstrate the ability to use slide show commands, set slide show transitions and timings and set slide animation effects.	[6,7,8,9]
1.4.	Apply presentation inspecting techniques, evaluate and create a design template.	[6,7,8,9]

5.   Resources and Supplies

a. Required

Duffy, Jennifer, *Illustrated Course Guides on Microsoft Office Word 2010*, Basic, Course Technology, 2011

Beskeen, David, *Illustrated Series on Microsoft Office PPT 2010*, Brief, Course Technology, 2011

SAM 2010 Assessment, Training and Projects for Office 2010, Version 3.1

Note: Required resources listed above are all bundled in one package.

Headphones

b. Supplemental

USB Storage Device(s)

6.   Methodology

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

1. **Class Lab:** Students are expected to attend class on campus once per week 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 any in-class assignments as noted on the course schedule. Attendance is expected.

2. **Online Activities:** Students are expected to visit the course websites (LION) and (SAM) at least three times a week depending on assignment load. On LION, students will find, faculty contact information, Open Lab hours, a course schedule with due dates for assignments, tests, in-class assignments and labs, course outline, PowerPoint presentations providing weekly overview, supplementary PowerPoint presentations that break 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 and more. On SAM, students will find tests (password protected), labs and in-class assignments all of which are required to be completed using SAM. Online activities are planned for and they may 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.

Methodology (Cont'd)

The remaining two hours are unscheduled; however, D113 is a designated 24 hour lab available for students to complete assignments.

In this hybrid format, one-third of the time is lecture-based, scheduled in the computer lab as noted above. The other two-thirds of the time are spent working with the professor's online materials and any other assigned materials in order to complete all assignments. Students have the option to complete this work with the assistance of the ITS Administrator and lab technician during Open Lab in D107 noted in the course materials on LION.

Additional time may be necessary in order to complete the course materials.

7. Student Evaluation

Online/Hybrid portion:	
Elements:	
Internet/Operating Systems Test	15%
SAM On-line Training	5%
Word Processing Test	25%
Sam On-line Training	5%
Review Project	5%
PowerPoint Test	20%
SAM On-line Training	5%
Review Project	5%
Application Based Assignments (4)	10%
Conventional portion:	
Presentation Project	5%
Total	100%

NOTE: Tests are scheduled during Class Meeting times

Refer to the ITS 1043 Schedule handed out in class and available on LION.

Test Rewrites:

1. Rewrites will be allowed during exam week only.

2. The highest grade available on a rewrite is "C" grade.

3. Only students who have a D or F grade will be allowed to rewrite any/all quizzes or test at that time.

4. Any student who has not registered and/or written a test during their scheduled class, will be considered a rewrite candidate and therefore only eligible for a "C" grade or lower.

Note 1: All elements must be completed and a passing grade in the Word and Excel Test listed must be achieved in order to pass the course.

Note 2: Refer to page 8 of this course outline for Challenge Testing information.

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 Dean.

7. Student Evaluation (cont'd)

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 and ITS Administrator for evaluations, all of which are noted on the ITS schedule and tests are scheduled to be written in the classroom during the student's scheduled class. 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. Prior notice (24 hours) 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.

Testing Policy

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, BlackBerrys, PDAs, cell phones, MSN, 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			

Challenge Testing:

If you have a course from high school, work experience or on-the-job training that <u>is</u> <u>equivalent</u> to the *Learning Objectives* listed in this Course Outline, you may consider a Challenge Test. You will be required to write a test for each element of the course (Win 7.0, Word 2010, and PowerPoint 2010). The lowest grade accepted will be a "C" in each element. Testing is Week 2 and Week 3 ONLY of the semester. Challenge Test Vouchers can be purchased in the bookstore for $85.00. To schedule a test, you must contact the ITS Administrator in D107 during Open Lab as posted or email Pat Suboni at: pat.suboni@lambtoncollege.ca

8. 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 Accessibility Centre, 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.

9. *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.