

**BUS103 E – Introductory Business Computing***3 credits, 3 hours*

The students will be introduced to the principles of computers and data processing. This is achieved through the analysis and use of hardware and microcomputer business software. Hands-on usage of application software is stressed throughout the course. Applications focused on are word processing, financial spreadsheets, presentation packages and project schedulers. Actual applications covered will depend on software availability and interest level in the application areas.

*Prerequisites and/or co-requisites: None*

**Instructor**

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**Office Hours**

Monday 5:00 pm – 6:20 pm  
Wednesday 4:00 pm – 6:20 pm  
Thursday 5:00 pm – 6:20 pm

**Section E – Hours of Instruction**

Monday 6:30 pm – 9:20 pm

**Required Resources**

**Your Office: Microsoft Office 2016, Volume 1, 1/e + MyITLab**, Jacobson, Kinser, Kosharek, & Moriarity. 2017. ISBN: 978-0-13-4320809-9.

**Important:** MyITLab is a **mandatory** component of the course. Students are responsible to ensure textbooks are purchased new and/or including access to MyITLab to avoid added costs.

**Course Outcomes**

Upon successful completion of the course, the student shall be able to:

- Identify and manage components of the desktop using Windows 10, create folders, explore files, become confident in systems software.
- MS Word - Open, close, and save documents, edit and print from Word. Build business documents using Templates, Format Painter, WordArt, graphics, tables, and text boxes. Create mail merges, format research papers, and create mailing labels.
- MS Excel – create spreadsheets, manipulate cells and ranges, view and print documents from Excel. Format cells, create formulas and functions using conditional formatting. Apply learning to identify when to use chart and graph types, layouts and styles, and practice creating and editing data to emphasize meaning.

- MS PowerPoint – create new presentations, practice inserting graphs, charts, graphics and themes. Build effective presentations using Templates and inserting information from the Internet and other resources required.

**Evaluation**

In-Class Projects.....	15%
Assignments.....	15%
Tests/Quizzes.....	20%
Final Presentation.....	15%
Final Exam.....	35%
<b>Total.....</b>	<b>100%</b>

A grade of C- is required for progression or transfer.

The final presentation is an oral presentation prepared by students and it is a required component to complete this course.

**Grading System**

Descriptor	Alpha Grade	4.0 Scale	Percent
<i>Excellent</i>	A+	4.0	> 93.9
	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
<i>Good</i>	B+	3.3	77 – 79.9
	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
<i>Satisfactory</i>	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
<i>Progression</i>	C-	1.7	60 – 63.9
<i>Poor</i>	D+	1.3	57 – 59.9
<i>Minimum Pass</i>	D	1.0	50 – 56.9
<i>Failure</i>	F	0.0	< 50

**Proposed Schedule of Topics**

Week	Topic	Chapter	Assignments
1	Course Introduction, Assignment expectations	1 – Explore Windows and File Management	
2	Windows & MS Office, MS Word	1 – Understanding the common features of MSOffice	Perform 1: College tutoring service (p. 169)
3	MS Word	2 – Create & Edit a Document	Perform 1: Public Library book sale (p. 210)  Perform 2: Annual Spring Picnic (p. 217)
4	MS Word	3 – Include Tables and Objects	Problem Solve: Weekly Dinner Specials (p. 261)
5	MS Word	4 – Special document formatting and mail merge	Perform 1: Student Organization Newsletter (p. 310)  Perform 3: Freshman Ambassador Program (p. 319)
6	MS Excel	1 – Create, Navigate, Work With and Print Worksheets	Perform 1: Property Investment Analysis (p.374)
7	MS Excel	2 – Formats, Functions, and Formulas	Perform 2: Personal Time Tracking (p.431)  Perform 3: Check Register (p.432)
8	MS Excel	3 – Cell References, Named Ranges, and Functions	Perform 1: Real Estate Workbook (p.481)
9	MS Excel	4 – Effective Charts	Problem Solve 1: Advertising (p. 523)
10	MS Power Point	1 – Presentation Fundamentals	Perform 1: Cooking Class Presentation (p.810)
11	MS Power Point	2 – Text and Graphics	Perform 1: Girls Inc. Fundraiser Results Presentation (p.862)
12	MS Power Point	3 – Multimedia and Motion	Perform 1: Job Qualifications Presentation (p.919)
13	MS Power Point	4- Customization and Collaboration	Perform 1: Customer Service Presentation (p. 968)
14	Integrated Projects	Word/Excel/Power Point	Perform 1: Photography quotes (p. 1006)  Perform 2: Presentation gone wrong (p. 1051)
15	Exam Week		

**Please note:** Date and time allotted to each topic is subject to change.

**Required Skills & Abilities**

Enrolment in the Business Administration program and courses, requires the following skills and abilities:

**Behavioural**

- Ability to work independently or as a member of a group or team
- Engage with self and others to create a safe environment.
- Respond appropriately in situations that are stressful or that involve conflict
- Ability to listen and follow instructions
- Ability to manage time and meet deadlines

**Cognitive**

- Remember and recall information over a brief period of time.
- Remember and recall information over an extended period of time.

**Environmental Ability**

- \_to function in the presence of each of the following commonly encountered and unavoidable environmental factors:
  - distractions
  - noise
  - unpredictable behaviour of others

**Psychomotor**

- perform repetitive movements and tasks
- perform complex sequences of hand-eye coordination

**Technical**

- Ability to use a desktop/laptop computer
- Ability to navigate the college's online Learning Management System(Moodle) and other publisher-specific LMS.

**Performance Requirements****Student Responsibilities**

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

**Student Attendance**

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

**Academic Misconduct**

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

### Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre, Wellness Services and Student Life Department work together to support student success at Keyano College.

**Accessibility Services (CC167)** supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934.

**Skill Centre (CC119)** provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 8:30 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

**Wellness Services (CC260)** offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

**Student Life Department (CC210)** is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.