

BUS 103 A – Introductory Business Computing

3 Credits, 4 Hours per week

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

Cristina Fuentes

Office location: Syncrude Technology Centre Office S111B

Phone number: 780-791-8939

cristina.fuentes@keyano.ca

Office Hours

Monday	5:00 p.m. – 5:50 p.m.
Tuesday	2:00 p.m. – 2:50 p.m.
Wednesday	12:00 p.m. – 12:50 p.m.
Thursday	10:00 a.m. – 10:50 a.m.
Friday	11:00 a.m. – 11:50 a.m.

Hours of Instruction

Tuesday	12:00 p.m. – 1:50 p.m.	Computer lab S107
Thursday	11:00 a.m. – 12:50 p.m.	Computer lab S105

Required Resources

Your Office: Microsoft Office 2013, Volume 1, 1/e + MyITLab, Kinser, Kinser, Lending, Moriarity, O'Keefe, Pope & Shah. 2014. ISBN: 978-0-13-390144-3.

Important: Students have the option to purchase the eText version of the textbook + MyITLab (ISBN: 9780133775129). MyITLab is a **mandatory** component of the course.

Course Outcomes

After completing this course, students will be able to:

1. Identify basic components of the computer desktop.
2. Manage files and folders using Windows 7.

MS Word

3. Open, close, save, edit, and print Word documents.
4. Create business documents using Templates, Format Painter, WordArt, graphics, tables, and text boxes.

- 5. Create mail merge and mailing labels.
- 6. Format research papers using appropriate styles (APA, MLA, etc.)

MS Excel

- 7. Create spreadsheets, format cells and ranges, view and print documents from Excel.
- 8. Create formulas and functions.
- 9. Use conditional formatting.
- 10. Identify chart types and determine when to use each type, layout and style to emphasize meaning.

MS PowerPoint

- 11. Create effective presentations using Templates, insert charts and graphics, and apply themes.
- 12. Insert information from the Internet and other resources.

Evaluation

Participation	10%
Assignments	20%
Tests	30%
Final Project	40%
Total	100%

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

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

Refer to *Tentative Schedule* for information on topic coverage.

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

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. 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**Counselling and Disability Services**

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Cristina Fuentes, Instructor

Business Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor

Registrar's Office