

BUS 103, Introductory Business Computing

3 credits, 3 hours lecture

Course Description

An introduction to computer software commonly used in business with a focus on word processing, spreadsheet, presentation, and databases. Through a hands-on approach utilizing the Windows operating system, an emphasis is placed on the integration of technical, data-processing, problem-solving, and decision-making skills.

Pre and Co-requisites

None

Course Learning Outcomes (CLOs)

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

CLO1 - Demonstrate efficient file management using the Windows operating system.

CLO2 - Apply word processing techniques to produce business documents and research papers.

CLO3 - Produce and share business presentations utilizing presentation software.

CLO4 - Design spreadsheets and databases using data processing techniques.

CLO5 - Evaluate spreadsheet and database data to drive business decisions.

Evaluation

Assessment Type	Percentage
Projects/Assignments	25%
Quizzes/Tests	40%
Final Exam	35%
Total	100%

Course Completion Requirements

Minimum passing mark of 50% or D is required.

Grading Scale

4.0 Grade Scale	Alpha Grade	Percentage Grade
4.0	A+	93-100
4.0	A	85-92.9
3.7	A-	80-84.9
3.3	B+	77-79.9
3.0	B	74-76.9
2.7	B-	70-73.9
2.3	C+	67-69.9
2.0	C	64-66.9
1.7	C-	60-63.9
1.3	D+	55-59.9
1.0	*D	50-54.9
0.0	F	0-49.9

Land Acknowledgement

We respectfully acknowledge that Keyano College is on Treaty No. 8 Territory, the ancestral and traditional territory of the Cree, Dene, and Métis people.

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Every effort has been made to ensure that information in this course outline is accurate at the time of publication. Keyano College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

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