

BUS2301

Business Computer Applications

Course Outline

2022-2023

Pre-requisite(s)	N/A
Co-requisite(s)	N/A
Prepared by	James Halls
Approved by	Katherine Root, Chair, Business Administration
Normative hours	42.00
Grading system	A+ Through F
Experiential Learning	No

Applicable Program(s)	Level	Core/Elective
Multiple Programs	Multiple Levels	Multiple Core/Elective

Course Description

The knowledge gained in this course provides students with a solid foundation for future learning in other studies, and in business. Students learn a variety of tasks in Windows file management. Students also learn tasks and produce assignments in Microsoft Office for PC. Web-based software running computer-based simulations and assessments are used to support and enrich the learning experience. It is strongly recommended that students use a PC. Mac students may be required to install and learn additional software to successfully complete the course.

Essential Employability Skills

This course contributes to your program by helping you achieve the following Essential Employability Skills:

- EES 3** Execute mathematical operations accurately. (T, A)
- EES 5** Use a variety of thinking skills to anticipate and solve problems. (T, A)
- EES 6** Locate, select, organize and document information using appropriate technology and information systems. (T)

Assessment Levels —T: Taught A: Assessed CP: Culminating Performance

Course Learning Requirements / Embedded Knowledge and Skills

When you have earned credit for this course, you will have demonstrated the ability to:

- 1. Apply basic file management principles using the operating system file management tool.**
 - Create, move, delete, and nest folders using File Explorer. Sort and filter files by type. Searching Windows. Rename files and folders.
- 2. Accurately manipulate numeric data and display it effectively using Microsoft Excel 2019.**
 - Use and modify selected Excel 2019 functions and formulas. Use formulas across worksheets. Use absolute and relative references. Develop and modify charts. Manipulate worksheet formatting. Prepare worksheets for printing (print titles, printing sections, changing print orientation, headers and footers). Grouping and ungrouping worksheets. Sort and filter data. Use Excel Tables.

3. Produce word processing documents accurately and efficiently using Microsoft Word 2019.

- Apply font and paragraph attributes to a new or existing document. Create tables and modify tables. Format text using text effect. Format Multiple columns and page numbers. Adjust layout and print options. Create footnotes, references and table of contents. Insert and position pictures and videos. Use Mail Merge. Document formatting using section breaks.

4. Develop presentations using Microsoft PowerPoint 2019.

- Construct Microsoft Powerpoint 2019 slide presentations. Use and combine graphical and multimedia elements. Add speaker's notes to a presentation. Apply Transitions, Animations, and Create a SmartArt Graphic. Reuse slides from other presentations. Edit various Master Views (Slide, Notes, Handouts).

Learning Resources

Brightspace, BUS2301 etext, Microsoft Office, and McGraw-Hill SIMnet software.

Learning Activities

This course will be using SIMnet as the environment for all activities, both simulation trainings or submittable assignments. Samples of learning activities include:

- Lectures
- Prepare a PowerPoint presentation.
- Prepare a spreadsheet in Excel
- Prepare a Word document
- Module Tests

Pre-defined Evaluation / Earning Credit

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Assignment(s) (20%)

Validates Outcomes: CLR 2, CLR 3, CLR 4, EES 3, EES 5, EES 6

Test(s) (28%)

Validates Outcomes: CLR 2, CLR 3, EES 3, EES 5

Online Activity(ies)/Assignment(s) (34%)

Validates Outcomes: CLR 1, CLR 2, CLR 3, CLR 4, EES 3, EES 5, EES 6

Test(s) (18%)

Validates Outcomes: CLR 4, EES 5

Prior Learning Assessment and Recognition

Students who wish to apply for Prior Learning Assessment and Recognition (PLAR) need to demonstrate competency at a post-secondary level in all outlined course learning requirements. Evidence of learning achievement for PLAR candidates includes:

- Challenge Exam

Course Related Information

The Course

- Consists of three modules, Excel, Word, and Windows/PowerPoint.
- Is designed to work best with PC's using Microsoft Office 2019

Course Specific Passing Requirements

- In order to pass the course students must pass two of the three modules with a mark of 50% or better **and** have an overall course mark of 50% or better.

Please refer to the Course Section Information (CSI)/weekly schedule for specific section related information as provided by your professor.

Department Related Information

School of Business Procedures

The School of Business Procedures file is located under "Course Information" in your course Brightspace site. These procedures are specific to School of Business programs and either cover issues not included in College Policies and Directives or elaborate on them.

Student Academic Responsibilities

Each student is responsible for:

- Knowing the due dates for marked out-of-class assignments.
- Knowing the dates of in-class marked assignments and exercises.
- Maintaining a folder of all work done in the course during the semester for validation claims in cases of disagreement with faculty.
- Keeping both paper and electronic copies of all assignments, marked and unmarked, in case papers are lost or go missing;
- Regularly checking both Brightspace announcements as well as one's Algonquin e-mail account for important messages from both professor and college administration.
- Participating in on-line and classroom exercises and activities as required.

Exemptions

Exemptions may be granted to students who have successfully passed an equivalent course at a post-secondary institution. If you wish to apply for an exemption contact the coordinator of the course for academic advice. To apply for an exemption, you must contact the Registrar's Office before the deadline listed on your timetable.

Withdrawing From The Course

The last date for withdrawing from courses without academic penalty is printed on your timetable. The student is responsible for notifying the instructor and completing the appropriate form for withdrawal with the College Registrar.

Software Copyright

In the past few years, the Copyright Act has been updated to cover computer software. If the police lay charges against someone infringing copyright, the maximum penalties for a summary conviction are "a fine not exceeding \$25,000 or imprisonment for a term not exceeding six months or both." The maximum penalties for an indictable conviction are "a fine not exceeding one million dollars or imprisonment for a term not exceeding five years or both." Making a copy of software package for your own use, other than a backup copy of package that you have purchased as allowed in your license agreement, would make you liable for the above penalties.

Harassment/Discrimination/Violence

Harassment, discrimination and violence will not be tolerated. Any form of harassment (sexual, racial, gender or disability related), discrimination (direct or indirect), or violence, whether towards a professor or amongst students, will not be tolerated on the college premises. Action taken will start with a formal warning and proceed to the full disciplinary actions as outlined in Algonquin College policy. For further information, refer to the Student Instaguide or get a copy of the official policy statements from the Student Association (Directive A8).

Plagiarism Detection Software

"Turnitin" and "Safe Assign" plagiarism detection software is in use in the School of Business. Professors may require students to submit their work for review. Students are accountable to Plagiarism Policy AA20 found at <http://www2.algonquincollege.com/directives/policy/plagiarism/>

Retention of Student Work

Students are advised that original, electronic, or copied samples of their work may be retained for the purpose of program quality review by assessment panels. Unless students have otherwise granted permission, anonymity will be respected for all work retained for the purpose of quality review. Original work samples, may be retained with student agreement and will be returned to students upon request.

Academic Probation or Withdrawal from Academic Program

As per College Policy AA14, which can be found at <http://www3.algonquincollege.com/directives/policy/aa14-grading-system/>

"A student is on academic probation when the term cumulative grade point average falls below 1.7, or when a student carries 2 or more "F" grades. A student on academic probation may continue in the program, subject to conditions set by the Academic Administrator. In some

cases, there may be program specific progression requirements which supersede the foregoing.

The transcript message reads:

Academic Probation - Please see your Program Coordinator"

"A student on probation may be required to:

- a. reduce his/her course load,
- b. withdraw from full-time status within the program, or
- c. withdraw completely from the program.

A student required to withdraw completely from Level 01 must reapply through the Ontario College Application Services. A student required to withdraw from an advanced level of the program must have the approval of the Academic Administrator prior to resuming his/her studies."

College Related Information

Algonquin College's policies have been developed to ensure the health, safety and security of all students, faculty and staff, and the proper and fair operation of the College as an academic institution and employer. Please refer to the Algonquin College Policies website for the most current policy information available at <http://www.algonquincollege.com/policies/>.

Students are especially encouraged to be aware of the following College expectations

Academic Integrity

Algonquin College is committed to the highest standards of academic integrity, and students are expected to uphold these standards as part of the learning process. Any academic work submitted by a student is expected to be their own work, unless designated otherwise and all sources must be attributed. All students should be familiar with the Algonquin College policy [AA48: Academic Integrity](#) which outlines student's roles and responsibilities and what represents academic dishonesty. In some courses, online proctoring may be used to prevent academic dishonesty. Additional information can be found at [Academic Integrity - Student Survival Guide - Subject Guides at Algonquin College \(libguides.com\)](#) and via [Academic Integrity Student Resources](#). Students with any questions about the course expectations regarding academic integrity are encouraged to speak to their professor and the College's academic integrity team at acaio@algonquincollege.com

Centre for Accessible Learning

Students with visible and/or non-visible disabilities are encouraged to register with the [Centre for Accessible Learning \(CAL\)](#) in order to be eligible for appropriate learning supports and/or accommodations. Students are strongly encouraged to make an appointment with the Centre for Accessible Learning as early as possible when starting a program. Once your needs are identified, a Letter of Accommodation (LOA) will be issued which you can share with your professors. If you are a returning student, please ensure that professors are given a copy of your LOA each semester.

College Email

Students at Algonquin College are provided with a college email account. This is the address that will be used when the College, your professors, or your fellow students communicate important information about your program or course activities. Your network credentials can be found in the [ACSIS portal](#) and you are expected to check your Algonquin email regularly and to use it to send and receive college-related email. Support is available through the college Information Technology Service (ITS) at: <https://www.algonquincollege.com/its/>

Retroactive Accommodations

Students are expected to meet evaluation and completion deadlines as stated in course outline and course section information documents. In circumstances where evaluation and/or completion deadlines are missed or student performance has been affected by a temporary or permanent disability (including mental health), interim or retroactive accommodations may be considered. In such instances, please consult your course faculty member. For other situations where deferral of evaluations may be warranted, please consult Algonquin College Policy [AA21: Deferred Evaluation](#).

Student Course Feedback

Algonquin College invites students to share their course experience by completing a student course feedback survey for each course they take. For further details consult Algonquin College Policy [AA25: Student Course Feedback](#).

Use of Mobile Devices in Class

With the proliferation of small, personal mobile devices used for communications and data storage, Algonquin College believes there is a need to address their use during classes and examinations. During classes, the use of such devices unless authorized by your professor can be disruptive and disrespectful to others. During examinations, the use of such devices is generally prohibited unless authorized by your professor. Otherwise use is considered academic dishonesty in the form of cheating. For further details consult Algonquin College Policy [AA32: Use of Mobile Devices in Class](#).

Technology Requirements

Students are required to have access to a computer and to the internet. There may also be additional technology-related resources required to participate in a course that are not included in the course materials fee, such as headphones, webcams, specialized software, etc. Details on these requirements can be found in the Course Section Information of the course outline for each course available on Brightspace.

Transfer of Credit

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.

Safe Harbour

In the event of an unexpected major event (pandemic, etc.), your course may have changes that are not reflected in the Course Outline. Should this happen, the Course Section Information document will have updated information about your course.

Other Information

Grade Scheme

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90% - 100%	4.0	A	85% - 89%	3.8
A-	80% - 84%	3.6	B+	77% - 79%	3.3
B	73% - 76%	3.0	B-	70% - 72%	2.7
C+	67% - 69%	2.3	C	63% - 66%	2.0
C-	60% - 62%	1.7	D+	57% - 59%	1.4
D	53% - 56%	1.2	D-	50% - 52%	1.0
F	0% - 49%	0	FSP	0	0