

# **BUSINESS COMPUTER APPLICATIONS 11**

## **Course Outline & Learning Objectives Overview**



**Coquitlam Adult  
Learning Centre**  
104- 2748 Lougheed Hwy  
Port Coquitlam, BC, V3B 6P2  
Phone: (604) 945-4211

### **CLOC Course Outline**

Course Name	<b><u>BUSINESS COMPUTER APPLICATIONS 11</u></b>
Teacher	<b>Chi Trinh</b>
Course Format	<b>Self-Paced</b> *See 'CLOC Course Pacing and Completion Policies' below.
Teacher Contact Information and Schedule	<a href="mailto:ctrinh@sd43.bc.ca">ctrinh@sd43.bc.ca</a> <b>604-945-4211</b> <b>Monday 5:00 PM to 9:00 PM</b> <b>Wednesday 5:00 PM to 9:00 PM</b>
Learning Center Hours	<b>Monday-Thursday 10:00 AM to 2:00 PM</b> <b>Monday-Thursday 5:00 PM to 9:00 PM</b> The Learning Center is closed on all statutory and school holidays.

## **INTRODUCTION**

This computer course offers you the opportunity to improve your computer skills and learn how programs are used in a business environment. You will be introduced to the production of business documents, to interpret business data with spreadsheets, to query database to filter records and prepare database reports. You learn to use the internet to communicate, locate, collect, organize, and present information related to a business project.

## **PRESCRIBED LEARNING OUTCOMES**

### **Skills**

#### **Development**

**It is expected that students will:**

- demonstrate keyboarding skills acceptable for personal and business use, use touch-keyboarding techniques and improve on speed when producing correctly formatted business communications, demonstrate attention to ergonomics issues associated with the workplace

### **Business**

#### **Communications**

**It is expected that students will:**

- apply a variety of communication skills, methods, and strategies to communicate in business situations, produce print publications and electronic communications for various audiences and purposes, organize information from a variety of sources, using software, for various audiences and purposes

## **Technology Applications**

### **It is expected that students will:**

- compare and use electronic and non-electronic information resources and tools to solve business problems and accomplish business objectives, select and apply electronic communications, word processing, database, spreadsheet, desktop publishing, and presentation software to complete business tasks, demonstrate effective use of web sites for personal and business use, apply appropriate techniques when sending e-mail messages, demonstrate the ethical use of software, the Internet, and other electronic communications, assess both the value and limitations of computers and related technology, analyze ethical and legal issues associated with computers and related technology

## **Presentations**

### **It is expected that students will:**

- research, plan, and produce reports, apply problem-solving and decision-making skills to complete business tasks.

## **LEARNING RESOURCES**

<http://www.freetypinggame.net> to practice typing. Good typing skills help you complete your assignments in a reasonable amount of time.

<http://www.gcflearnfree.org>

This site shows *screen snapshots* of specific tasks performed within the four applications (Word, Excel, Access and PowerPoint).

Microsoft Office 2010 textbooks can also be used for quick review.

## **BUSINESS COMPUTER APPLICATIONS 11 at CLOC**

Business Computer Applications 11 at CLOC is a self-paced, self-directed course. You will be expected to work independently and to manage your time effectively. If needed, we can help you online or face-to-face at CLOC. Successful students set a regular study schedule and stick to it.

## **EVALUATION**

Assignments		/20	5%
Test WORD		/20	5%
Assignments		/20	5%
Test EXCEL		/20	5%
Project on Computer Ethics		/10	6%
Midterm (WORD & EXCEL)		/100	15%
Assignments		/20	5%
Test ACCESS		/20	5%
Business Project		/10	8%
PowerPoint Project		/10	10%
FINAL EXAM (WORD, EXCEL & ACCESS)		/100	25%
Typing Proficiency		/10	6%
		FINAL MARK	100%

## **IMPORTANT TO REMEMBER**

- All tests **must** be written at CLOC during the Learning Centre hours.
- There are **no rewrites** for the midterm test or the final exam.
- You may use a calculator or Excel, but **Internet** and **smartphones** are **not allowed** during all tests.
- You need to complete all your work and sign out 10 minutes before the closing time.

## **CLOC COURSE PACING AND COMPLETION POLICIES**

- 1. Students are expected to complete all self-paced, flexible and online courses within a 10 month period.**
- 2. Students are expected to complete 10% of course material within the 1<sup>st</sup> month after registration.**
- 3. A final mark will be assigned to all students who complete at least 65% of the course requirements.\***

Our teachers can help you determine a pace that works for you and fits within these expectations. Please discuss your course completion plan with them.

If you plan to take two self-paced courses, we recommend that you stagger the registration dates so that you get one course started before enrolling in the second course. We do not permit taking more than two courses at the same time without discussing this with our administrator.

If you have extenuating circumstances that make these timelines challenging, please have a conversation with your teacher, or our CLOC administrator, 604-945-5211.

*\*65% of course requirements do not include comprehensive final exams.*