

**CU 248**  
**Business Computer Applications**  
**3 Credits**

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Reviewer: Ben Acquaye

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## CU 248 Version: 17



# Business Computer Applications

## Calendar Description

This course covers a combination of the following computer applications: file management (Windows), word processing (Word), spreadsheets (Excel), presentations (PowerPoint) and using relational databases (MS Access). More depth and application of topics follow overviews of each individual application. Business topics are stressed in examples used.

## Rationale

This is a required course for the first year Business students on the Lloydminster campus. Since most students are required to use Microsoft Office programs for educational use and most employees are required to use Microsoft Office programs at work, it is essential to offer courses designed to teach students how to use these programs.

## Prerequisites

None

## Co-Requisites

None

## Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. demonstrate Word Processing skills using Microsoft Word.
2. demonstrate Spreadsheet skills using Microsoft Excel.
3. design and present a computer Presentation using Microsoft PowerPoint.
4. use MS Access to manage data that is organized into lists.

## Resource Materials

### ***Required Text:***

Beskeen, David W., et al. *Illustrated Computer Concepts & Microsoft Office 365 & Office*

*2016, First Course, Spiral bound Version.* 1st ed., Cengage Learning, 2017.

**ISBN-10:** 1-305-87904-X. **ISBN-13:** 978-1-305-87904-1.

See more at: <http://www.cengage.com/>

### **Reference Text:**

Check [www.lakelandcollege.ca/campus-life/get-connected/d2l/](http://www.lakelandcollege.ca/campus-life/get-connected/d2l/) for additional material to support your learning on this course.

## **Conduct of Course**

This is a hands-on course that is conducted entirely in the computer lab.

## **Evaluation Procedures**

The final grade is an aggregate of the following components:

Examinations	60%
Assignments	40%

There are no rewrites for exams in this course. Students are not given the opportunity to improve their marks on an assignment already submitted.

## **Grade Equivalents and Course Pass Requirements**

*A minimum grade of D (50%) (1.00) is required to pass this course.*

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

**Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.**

## **Attendance**

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor attendance may result in the termination of a student from a course(s).

The instructor will recommend that the Registrar withdraw any student who does not meet the established attendance requirements. A failing grade of RW (Required to Withdraw) will appear on the student's transcript.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

*Instructors have the authority to require attendance at classes.*

## **Course Units/Topics**

These topics and any additional topics are covered at the discretion of the instructor.

### **Module 1: Word 2016**

- Creating Documents
- Editing Documents
- Formatting Text & Paragraphs
- Formatting Documents

### **Module 2: Excel 2016**

- Getting Started with Excel 2016
- Working with Formulas and Functions
- Formatting a Worksheet
- Working with Charts
- Integrating Word and Excel

### **Module 3: PowerPoint 2016**

- Creating a Presentation in PowerPoint 2016
- Modifying a Presentation
- Inserting Objects into a Presentation
- Finishing a Presentation

### **Module 4: Access 2016**

- Getting started with Access 2016
- Building and using queries
- Using forms
- Using reports

In all cases above, there are many related subtasks that will be completed.



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