

COURSE IMPLEMENTATION DATE:[
COURSE REVISED IMPLEMENTATION DATE:[
COURSE TO BE REVIEWED:[

January 2001 January 2005

(Four years after implementation date)

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department and material will vary - see course syllabus available from instructor

FACULTY/DEPARTMEN	Γ:		BUSINESS	ADMINISTRATION			
BUS 160						4	
COURSE NAME/NUMBER			FORMER COURSE NUMBER			UCFV CREDITS	
			ESSENTIAL	_S OF MARKETING			
			COURSE D	ESCRIPTIVE TITLE			
use and integration of mor	n a basic founda re advanced feat ronic mail and th	tures of word le Internet. Er	processing, mphasis is or	electronic worksheets n using computers to a	s, database	students will accelerate directly into the e management, and visual and graphic id solve problems in a business	
PREREQUISITES:	CIS 100 with	a C or better	or passing o	grade in the Computer	Skills Plac	cement Test (CSPT).	
COREQUISITES:	None						
	->		1				
SYNONYMOUS COURSE(: (a) Replaces:	S) N/A		į	SERVICE COU	RSE TO:		
	(Course #)			(Dep	artment / F	 Program)	
(b) Cannot take C	CIS 110	for furthe	r credit				
	(Course #)		ŧ	(Department / Program)			
TOTAL HOURS PER TERM	l: 60	60 [TRAINING DAY-BASED INSTRUCTION				INSTRUCTION	
STRUCTURE OF HOURS:			ŧ	LENGTH OF C	OURSE:		
Lectures: Seminar:	45	hrs hrs	į [HOURS PER DAY:			
Laboratory: Field Experience:	15	hrs hrs	[
Student Directed Learning Other (Specify):	:	hrs hrs]				
MAXIMUM ENROLMENT:	35						
EXPECTED FREQUENCY O	F COURSE OFF	ERING:	Multiple se	ections each semester			
WILL TRANSFER CREDIT	BE REQUESTED	? (lower-level	courses onl	y) YES	X	NO	
WILL TRANSFER CREDIT I	DE DECHIESTED	2 (upper level	Lroquostod k	ov department) YES		NO	
							
TRANSFER CREDIT EXIST	S IN BCCAT TR	ANSFER GUI	DE:	YES	_ X	NO	
AUTHORIZATION SIGNA	<u>ATURES</u> :						
Course designer(s): —				Chairperson:			
Department Head: ——	Daphne Cocl	cerill		Dea	an:	(Curriculum Committee)	
	Michael Mac	Coll				Karen Evans	

COURSE NAME / NUMBER

LEARNING OBJECTIVES / GOALS / OUTCOMES/ LEARNING OUTCOMES:

Students will become familiar with, and increase in their sophistication with, a variety of software programs and techniques that will provide them with the competencies required for contemporary work place requirements.

METHODS:

Students will be given lectures and demonstrations using projected computer screen images of various software packages, their features and techniques for data input and manipulation. Students may follow on their own computers along with the demonstration or on their assignments after the demonstration has been presented. Lab assistants will be available to provide additional support. Student data and files are placed on the network for subsequent reference or completion of the work assignment outside of class.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR

YES X NO _____

METHODS OF OBTAINING PLAR:

Exams and assignments

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

- 1. The official Guide to COREL WordPerfect Suite 8
- 2. New Perspectives on Computer Concepts
- Course notes on the network drive

SUPPLIES / MATERIALS:

1 box of 31/2" HD disks

1 or more printer cards

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

No quizzes or marked assignments.

1 Midterm - 20% theory; 30% practical 1 Final - 20% theory; 30% practical

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

Introduction, WIN 2000 and Windows Explorer, MS-DOS, File/Folder Management, File Formats and File Names, Navigating Internet and WWW, File Compression using WINZIP, Electronic Mail using Eudora Light, WORDPERFECT, special features, template & styles, merges, macros, INTERNET, simple web page design, using HTML documents in text editor, linking HTML documents and sites, text and page formatting, lists & tables, adding graphics, user input forms, QuattroPro, functions, graphs and charts, optimizer, macros, buttons & menus, multiple spreadsheets, groups, database set-up - queries & sorts, File Integration Methods.